

**MINUTES -- THE PAS REGIONAL LIBRARY  
MAY 12, 2009**

**PRESENT:** Bonnie White                      Jeanne LaJambe                      Sue Bilinski  
                 Leif Isfeld                              Warren Hicks                      Shawn Sexsmith  
                 Conrad Ziehlke                      Carol Ham                      Lauren Wadelius

**GUESTS:**      Clint Mauthe                      Kevin DeVlieger

**REGRETS:**      Marg Lees

Clint Mauthe, CAO, Town of The Pas, was invited to the May 12, 2009 Library Board meeting for a meet and greet. Clint gave a brief summary of his work history. Through discussion, it was agreed of the importance to create and maintain good communications. Clint left the meeting at 7:15, at which time the Board meeting began.

**1.      LIBRARY ADMINISTRATOR'S REPORT**

**1.1      AGENDA**

**M / S / C**              Leif Isfeld / Sue Bilinski

**THAT** the agenda be adopted as circulated.

**1.2      MINUTES OF APRIL 14, 2009**

**M / S / C**              Jeanne LaJambe / Conrad Ziehlke

**THAT** the minutes of April 14, 2009 be adopted as circulated.

**1.3      BILLS FOR THE MONTH OF APRIL 2009**

**M / S / C**              Jeanne LaJambe / Warren Hicks

**THAT** the payment of bills for April 2009 be ratified in the amount of \$6,323.84.

**1.4      CIRCULATION AND REVENUE FOR THE MONTH OF APRIL 2009**

Circulated as information.

**1.5      PATRON COUNT – APRIL 2009**

Five thousand forty-two (5,042) people through our doors in twenty-three (23) working days.  
Two-hundred nineteen (219) people per day.

**2.      CORRESPONDENCE/INFORMATION:**

**2.1      MEMBERSHIPS – APRIL 2009**

21      The Pas - New  
33      The Pas - Renewals  
2      RM of Kelsey - New  
9      RM of Kelsey - Renewals  
0      Cranberry Portage - New  
0      Cranberry Portage - Renewals  
1      Non-resident - New

- 4 Non-resident - Renewals
- 0 Temporary

**Memberships April 2009 – 70**

MINUTES – The Pas Regional Library

May 12, 2009

Page 2

**2. CORRESPONDENCE/INFORMATION continued:**

**2.2 INTERNET USE – APRIL 2009**

Three hundred fifty-eight (358) Internet hours were purchased during the month of April.

**2.3 DONATION – CURRY’S CORNER**

Dan Curry donated \$1,000.00 towards additional books for Curry’s Corner. A charitable tax receipt was issued and a list of books purchased will be sent.

**2.4 INVENTORY**

Inventory conducted April 30 to May 5. Library was closed Friday, May 1. This enabled staff to cover a large area. Kristin Nolan and Carol Ham worked Sunday, May 3, scanning 7,000 records.

Majority of the inventory has been completed.

The following sections will be inventoried this summer:

Easy

Adult Paperback

Junior Non-Fiction

Although our library software indicates that the library can remain open during inventory, circulating material created a lot of additional clean up and searches.

Recommendation for future inventories would be to close the library for three days.

**2.5 DONATION – MANITOBA HYDRO**

Manitoba Hydro Employees once again made a charitable donation of \$150.00 to be used for our Summer Reading Program. A thank you letter and charitable tax receipt has been sent.

**2.6 TOWN COUNCIL APPOINTMENT**

Letter received from the Town of The Pas advising that Leif Isfeld has been appointed to serve as the Town Representative on The Pas Regional Library Board.

**2.7 STAFFING**

Library Administrator: Interviews were conducted on Tuesday, April 28<sup>th</sup>. Lauren Wadelius was offered and has accepted the position. Lauren’s first day will be Tuesday, June 9, 2009.

Discussed optional changes to vacation and work week. The changes proposed by Lauren for vacation will be revisited in the fall. Work week for summer of ’09 will be 3 days per week (June, July and August). Commencing September 8<sup>th</sup>, work week will be four (4) days in house and one (1) day at home office.

**2.8 CANADA BOOK WEEK**

Pajama Tales held on Wednesday, April 22, 2009. Approximately 40 children and parents were in attendance.

Guest readers/singers included:

Michelle Murray  
Nelson Fulford

Mike Bottcher  
Shaun Brown

Lauren & Fallon Wadelius

MINUTES – The Pas Regional Library

May 12, 2009

Page 3

**2. CORRESPONDENCE/INFORMATION continued:**

**2.09 AUDIT**

2008 audit received. Circulated as information.

**2.10 NORTH-WEST REGIONAL LIBRARIES VISIT**

North-West Regional Libraries (Swan River and Benito) closed their libraries on Monday May 11, 2009 to travel to The Pas to meet and share ideas with staff of The Pas Regional Library. Phyllis Stadnick, Administrator of Flin Flon/Creighton Library also came to The Pas.

It was a great opportunity for staff of all libraries to share ideas and tips.

Areas discussed included our library software, L4U; Inventory, Memberships, Internet, Library Policies, Friends of the Library, Wii, and more.

Swan River donated a copy of The Swan River Valley 1898-1998 history book as well as a Pictorial History of Swan River DVD. They also brought pins, pens and brochures from their communities.

The Board thought this was a great idea and that we should consider taking our staff to one of our neighbouring libraries.

**2.11 WII UPDATE**

Seniors continue to use the Wii on Wednesday mornings. An article regarding seniors and the Wii, at The Pas Regional Library was published in the Manitoba Society of Seniors monthly journal. (Article submitted by Sharon Arnold.)

The general public is also using the Wii, however, not as much as anticipated. More advertising, contests and events need to occur. MBCI Life Skills group have used the Wii a few Monday afternoons.

**3. OLD BUSINESS:**

**3.1 ARCHIVE SHELVING**

Letter sent to Benevolent and Protective Order of Elks regarding funding for archive shelving. Ron Skokun will check and advise.

Carol spoke with Alfred McDonald, who advised that the Elks had decided not to support this project, as they had another project involving children that they wanted to support.

**3.2 DISPLAY CASE – UPDATE**

Carol contacted Eric Lavalley April 28, 2009 and ordered the display case at quoted price of \$3,315.20. Eric is currently working on a few large projects. No estimated delivery date. Carol also contacted Walter Krivda. He is okay with the price and will drop off a cheque. A charitable tax receipt will then be issued.

MINUTES – The Pas Regional Library  
May 12, 2009  
Page 4

**3. OLD BUSINESS continued:**

**3.3 MAPLIN 3 – WEB SERVER ISSUE**

The following email was received from Jim Scanlon, Technical Support Manager for L4U.

“We wanted to bring you up to date with respect to the L4U z39.50 server agent that was designed for integration specifically with the MAPLIN architecture in December 2006. In July of 2008 MAPLIN upgraded their software and subsequently we understand that the L4U Z39.50 agent is not compatible. L4U is upgrading our z39.50 agent to support the Library of Congress z39.50 standard as requested by David Christensen. This project is underway and you will receive details in the coming weeks on how you can obtain this upgrade.”

In discussions with Wendy Brown, Sales Manager, L4U, Wendy indicated that the web server may be ready as early as July and that there would be a cost associated with the upgrade of approximately \$599.99. Carol advised Wendy that the z39.50 web server was purchased in December 2006 at a cost of \$1,499.00 and that no further funds should be required.

South Central Regional Library (Winkler, Morden and Altona) are currently piloting “Spruce” a library freeware. This may be an option for The Pas Regional Library

**3.4 THE PAS & DISTRICT ASSESSMENT & RESOURCE SERVICE**

As per Board direction, an agreement has been signed with The Pas & District Assessment & Resource Service, providing Library staff with access to this program. Mike Wyman, Coordinator of the program, gave a presentation of services offered at the May 6, 2009 staff meeting.

**3.5 BOARD APPOINTMENT REQUEST(S)**

**Shawn Sexsmith:** Letter received from the Town of The Pas appointing Shawn Sexsmith to The Pas Regional Library for a one-year term. Term to expire on April 15, 2010.

**Kevin DeVlieger:** Letter sent to the Town of The Pas requesting that Kevin DeVlieger be appointed to The Pas Regional Library Board. Randi Salamanowicz, Town Clerk, indicated that this would be addressed at the May 20<sup>th</sup> Council meeting.

**3.6 MICROFILM READER/PRINTER**

University College of the North (UCN) recently purchased a new microfilm reader/printer. Their previous reader/printer, which they purchased for approximately \$6,000.00 was water damaged. The unit had been repaired and it does work. However, there is still some damage to the circuitry. Stan Gardner, Librarian UCN, suggested a purchase price of \$500.00 - \$600.00.

Microfilm Reader/Printer – picked up from UCN, software installed and unit tested. Unit works well, unable to print at this time.

Board supports idea of exploring the acquisition for \$300.00 or less. Carol will contact Stan Gardiner, UCN.

MINUTES – The Pas Regional Library  
May 12, 2009  
Page 5

**3. OLD BUSINESS continued:**

**3.7 AUTOMATIC ENTRY DOORS**

The Federal Government is providing an “Enabling Accessibility Fund” which is part of a \$45 million, three-year commitment to expand opportunities for people with disabilities and improve accessibility across Canada. The objective is to support community-based projects across Canada that improves accessibility. The “Small Projects Enabling Accessibility Grant” funds projects up to \$50,000.00. Matching funds are not required, but do strengthen the application.

Carol contacted Grant King, Town Maintenance who advised he would like to be kept in the loop, but did not have time to work on this project. Grant did caution that the entire entrance should be looked at to ensure the project is done correctly.

Carol met with representatives from Northern Timber and Vincent Anderson, Town Engineer. Vincent was unable to locate blueprints for the front entrance. He advised that there will be engineers coming into Town over the summer and perhaps we can have them look at the entrance and provide suggestions. The deadline for the application was May 4, 2009. All paperwork has been kept on file for a 2010 application.

The Board suggested that we should also have the ramps in the library checked to accessibility/slope. Does the Federal Government have specs for ramps and expectations for grant applications?

**4. NEW BUSINESS:**

**4.1 BUDGET TO ACTUAL**

Distributed as information.

**4.2 PUBLISHING AND DEPOSITORY SERVICES**

The Pas Regional Library is a depository library. Over the last eleven (11) years, the publications in the depository library have seldom been used.

A letter and new agreement has been received from Publishing and Depository Services.

Recommendation: That The Pas Regional Library cease being a depository library due to the lack of use; the fact that another full depository library is accessible in our community (UCN); and the cost of staff time and space being consumed to record, shelve and house these records.

If the Board concurs, recommend that a letter be sent to the Director, Publishing and Depository Services to advise of the cancellation and request instructions to either retain current records or method of disposal.

**M / S / C** Sue Bilinski / Jeanne LaJambe

Move to explore the method in which to cancel our status as a depository library.

MINUTES – The Pas Regional Library

May 12, 2009

Page 6

**4. NEW BUSINESS continued:**

**4.3 MANITOBA PUBLIC LIBRARIES – GOVERNANCE AT A GLANCE**

Tabled to October 2009.

**4.4 BOMB THREAT – POLICY**

Draft policy for review. Discussed and agreed to implement as a policy.

**5. OTHER BUSINESS:**

**5.1 RETIREMENT – CAROL HAM**

Retirement date: August 19, 2009

Request holidays June 26 – August 19, 2009

Accrued holidays – April 14 – August 19 = 2.48 weeks = 12.4 days

Final paid date: September 4, 2009

Last work day: June 25, 2009

**6. NEXT MEETING: Tuesday, June 9, 2009 7:00 pm**

**7. ADJOURNMENT**

**M / S / C** Leif Isfeld / Warren Hicks

THAT the meeting be adjourned at 8:37 pm.

Respectfully submitted by,

Sue Bilinski  
Secretary