

**MINUTES -- THE PAS REGIONAL LIBRARY
NOVEMBER 18, 2008**

PRESENT: Bonnie White Warren Hicks Brad Bodnar
 Cathy Gardiner Sue Bilinski Jeanne LaJambe Carol Ham

REGRETS: Conrad Ziehlke

1. LIBRARY ADMINISTRATOR'S REPORT

1.1 AGENDA

M / S / C Jeanne LaJambe / Brad Bodnar

THAT the agenda be adopted as circulated.

1.2 MINUTES OF October 21, 2008

M / S / C Sue Bilinski / Brad Bodnar

THAT the minutes of October 21, 2008 be adopted as circulated.

1.3 BILLS FOR THE MONTH OF OCTOBER 2008

M / S / C Sue Bilinski / Jeanne LaJambe

THAT the payment of bills for October 2008 be ratified in the amount of \$17,339.66.

1.4 CIRCULATION AND REVENUE FOR THE MONTH OF OCTOBER 2008

Circulated as information.

1.5 PATRON COUNT – OCTOBER 2008

Five thousand one hundred fifty-seven (5,157) people through our doors in 26 working days.
One hundred ninety-eight (198) people/day.

2. CORRESPONDENCE/INFORMATION:

2.1 MEMBERSHIPS – OCTOBER 2008

51 New resident memberships
22 Resident renewals
5 New RM memberships
15 RM renewals
0 New Cranberry Portage
0 Renewal Cranberry Portage
3 New non-resident memberships
4 Non-resident renewals
0 Temporary membership

Total Memberships October 2008 – 100

2.2 INTERNET USE – OCTOBER 2008

Four hundred eighty-two (482) Internet hours were purchased during the month of October.

2. CORRESPONDENCE/INFORMATION continued:

2.3 WILD CARDS BOOKMARK PROMOTION

The Pas Regional Library signed an agreement with Wild Cards to distribute 6,000 bookmarks. The library is paid .01 per bookmark distributed.

Bookmarks have been distributed to schools in The Pas and Cranberry Portage as well as the Town of The Pas, RM of Kelsey and LUD offices. Bookmarks are also being used as date due cards at the library.

2.4 MLTA FALL NEWSLETTER

Circulated as information.

2.5 MANITOBA PUBLIC LIBRARIES – GOVERNANCE AT A GLANCE

Distributed as information and for discussion. To be read by members and reviewed at February 2009 Board Meeting.

2.6 MAPLIN 3 - UPDATE

Maplin 3, launched in June 2008, enables libraries to search other libraries databases, as well as Public Library Services, for library material. It also enables libraries to view and select books that PLS has “weeded” from their collection.

Since the launch, our web server, part of the L4U software, has not worked. Public Library Services is working with L4U to resolve this problem.

2.7 BOOK CLUB

The Pas Regional Library Book Club is growing. Membership now sits at 19, with additional interest every day. Next Book Club meeting is Tuesday, December 2nd, 7:00pm, Library Annex.

2.8 PAJAMA TALES

October was Library month. To culminate the month, Pajama Tales was held on Thursday, October 30th. 72 children and parents attended, dressed in their pajamas or costumes.

Guest readers included:

Richard Paetzold	Meghan Dunnigan
Cecile Affleck	Nelson Fulford
Mike Bottcher	

Lauren Wadelius and Diane Kelly led the children in action songs in French and English.

* Special performance by Fireman Fred.

Children received snacks and juice. Draws were held for books and stuffed animals. Children not winning a prize in the draw were given a dinosaur finger puppet. All children received a Halloween treat on their way out the door.

2. CORRESPONDENCE/INFORMATION continued:

2.9 DISTURBING PHONE MESSAGE

The library received a disturbing phone message on Friday, October 24th. Kristin listened to the message when she arrived to open the library on Saturday, October 25th, 12:45 pm and called Carol. Carol went to the library as soon as she got the message, 1:40 pm, listened to the message on the answering machine and called the RCMP. The dispatch person at the RCMP stated that members were out on an emergency and would come to the library as soon as possible. Carol contacted the operator to report the incident and was directed to MTS Corporate Security, which again is an automated number. After plugging in the number that went with our complaint, the automated response was that this type of complaint must be directed through law enforcement.

The RCMP arrived at 3:20 pm, listened to the recording and advised that the person sounded intoxicated and that perhaps it was a crank call, but staff should be vigilant. Carol gave the RCMP the number for MTS Corporate Security. RCMP called back at 3:50 pm to advise that MTS Corporate Security were unable to trace the call and that should we receive this type of call during the day, *57 would trace the call.

Carol contacted Bonnie White, advised Bonnie of the situation and that she would close the library at 4:00 pm.

Kristin and Carol walked around the library, found nothing suspicious. Carol contacted the custodian, John Gislason, to advise of the situation, as well as Hazel Hyde, renting the Annex.

Carol contacted MTS on Monday, October 27th to have call answer, call display, call waiting plus, added to the phone line. MTS indicated that call answer might make the call easier to trace. With only one phone line, call waiting is also an asset.

The library has a policy to leave book bags at the circulation desk. New signage was prepared and posted and this policy reinforced with all staff and patrons.

Carol also contacted Reg Erickson, Town of The Pas Safety Officer, to see if the Town of The Pas had a policy regarding bomb threats.

Board recommended that Carol get Town policy for review at December meeting. In the meantime, should any threatening situation arise, either vacate or lock the building down.

2.10 AUTHOR READING

Myrna Guymer has written a delightful children's book called "The Canadian Shield Alphabet". A reading and book signing was held on Wednesday, November 6th from 7:00 – 8:00 pm. Books are available for purchase at The Pas Regional Library, Sam Waller Museum and UCN Book Store.

2.11 DONATION TO THE PAS ARTS COUNCIL – RADIO AUCTION

Books and a book bag donated to The Pas Arts Council for their radio auction.

2. CORRESPONDENCE/INFORMATION continued:

2.12 ROOF REPLACEMENT

Update since last meeting: (chronological summary attached for your information)

- Sept 28 – 8 holes cut in ceiling of Library and Library Annex for Scan Tech Structural Engineers to do their inspection.
- Sept 30 – Engineer from Scan Tech inspected ceiling.
- Oct 2 – second engineer from Scan Tech inspected ceiling.
- Sept 29-Oct 6 – top floors of library closed to public due to scaffolding and skyjack.
- Oct 6 two holes in main library ceiling patched, scaffolding removed, top floors now accessible to the public.
- Oct 6 – rainy day – Elections Canada staff advise of a leak. RMC contacted, inspected, recommended repairs, said would talk to Grant King to have repaired.
- Oct 14 – Kelsey School Division picked up sky jack.
- Ceiling repairs in Library Annex will be done after Elections Canada vacates.
- Ceiling repairs to remaining two holes in main Library to be done as soon as possible.
- Oct 20 – called Grant King – he had not heard from Randy Manych – mentioned repairs required before snowfall, said to contact RMC and have work done. Called RMC, left message on cell phone.
- Oct 21 – Community Places Project Status Report received, completed and faxed back.
- Oct 21 – Invoice sent to Town of The Pas – capital 2008 – funds paid to Agassiz Consulting.
- Payment received November 10, 2008.
- CAO has received report from Structural Engineers. Report will be taken to Council.
- Randy Manych will insert a funnel in the problem roof area to drain water over the winter.

Carol to request copy of Engineers report.

2.13 NORTHERN MANITOBA LIBRARY ADVISORY COUNCIL (MLAG) TELECONFERENCE

Northern MLAG held a teleconference on Monday, November 17th.

- PLS Branch is moving to Scotia Tower in Brandon December 15, 2008.
- New Accounting Procedures – A committee has been set up to review to ensure all libraries comply with new procedures.
- AV resource sharing – Public Library Services will no longer pick up the Purolator costs.
- Provincial Statistical Database – Being set up so that libraries can input statistical information on line. Unsure if this will be done monthly or quarterly at this point.
- Patron Counters – All libraries are encouraged to purchase Patron Counters. (The Pas Regional Library has had a patron counter for (6) six years.)
- Governance Document – reviewed.
- Accessibility Task Group – Equitable Library Access for all. Discussed. National review. Two years to achieve recommendations.

2. CORRESPONDENCE/INFORMATION continued:

**2.13 NORTHERN MANITOBA LIBRARY ADVISORY COUNCIL (MLAG)
TELECONFERENCE continued:**

- ELM (E-Libraries Manitoba) Statistics
 - The Pas - 38 patrons using - 275 titles downloaded November 2007-2008
 - Flin Flon - 19 patrons using - 81 titles downloaded
 - Thompson - 43 patrons using – 233 titles downloaded
 - Provincially 16,204 items downloaded in the past year
- MAPLIN 3 – 11,000 items borrowed across the Province since June 2008. Effective November 6th, PLS able to track dates and times of request. Highest user time – Thursday afternoons.

2.14 UPDATE – CRANBERRY PORTAGE

Child & Family Services – blocks of 100 books rotating every two months.

Frontier Collegiate Library – Carol met with Cindy Smadella November 13th. Some of the books that were not circulating in Cranberry have been returned to The Pas. A rotating block of books will be sent every two months. Cindy Smadella to be in The Pas this Saturday and will pick up a block.

Cindy and Carol to prepare community mail out to inform residents of Cranberry Portage of services available.

Carol met with Dodie Johnston to discuss “Joint Use Facility”. Email sent November 14th for review by Frontier School Division. If Frontier is willing to pursue, formal agreement will be signed. Benefits will be \$6,500.00 collection development funds available annually for Cranberry Portage residents and students.

3. OLD BUSINESS:

3.1 ARCHIVE SHELVING

Letter sent to Benevolent and Protective Order of Elks regarding funding for archive shelving. Carol spoke to Ron Skokun, who advised that the Elks had not met for many months. He will contact Brian Bristow to set up a meeting.

3.2 DISPLAY CASE - UPDATE

The contractor hired to build the display case is moving out of town. Keith has approached Walter Krivda regarding the purchase of a display case from Bro-Dart – copy attached. No news as of November 18th.

3. OLD BUSINESS continued:

3.3 RURAL LIBRARY TECHNOLOGICAL SUSTAINABILITY (RLTS) GRANT

Town of The Pas received grant monies from the Province and has issued a cheque in the amount of \$4,064.04 to the Library (November 14, 2008). To remain eligible for the Technology Grant in 2009, libraries must meet criteria - attached.

Eligible purchases: Technology related hardware/software/support to maintain or enhance library services:

- Computers/servers
- Software
- Electronic resources and databases
- Technical support

Library would like to use a portion of these funds to enhance our library services by installing a Wii and appropriate active games, in the Library Annex for use by children/families, youth and seniors. Carol working with Public Library Services for Policy, Waivers, etc. Fee for use: \$1.00/half hour.

M / S / C Cathy Gardiner / Jeanne LaJambe

THAT the library purchases the Wii package as quoted from Sound Innovations. Purchase additional programs. Get quotes and purchase 42-50" LCD or Plasma 1080 P technology TV with a Blue Ray DVD – include mounting brackets. Investigate speaker system.

Note: Warren Hicks will email a picture of what could be done in the archive room to provide a locked storage area.

Note: Kory Dutkiewicz, Shane's Music, provided excellent information regarding set up and requirements. Kory stated that if the TV is mounted to the wall, anytime you wanted to plug something into it, such as a computer, you would have to take it off the wall. If it was mounted on top of a cabinet, with lockable drawers beneath for storage, the TV could swivel, giving access to audiovisual inputs. Eric Lavalley and Orville Pettit contacted for quotes.

3.4 UPGRADE SOFTWARE – Open Office

At the October 21st Library Board meeting we discussed the need to upgrade Microsoft Office. Warren Hicks recommended that Carol download Open Office and give this FREE software a try. All Internet computers now have Open Office. Open Office is able to open newer versions of Microsoft Office with no problem. Problem resolved.

3.5 COMPUTERS REQUIRED

At the October 21st Library Board meeting, the Board was advised that new computers were required for staff workstations. Gene's Telecom advised it is difficult to find new computers with Microsoft XP. Vista computers are cheaper, but compatibility with library software could be an issue. The Board requested that Carol contact Johanna McLauchlan to see if these could be purchased from the Reserve Fund.

3. OLD BUSINESS continued:

3.5 COMPUTERS REQUIRED continued:

Johanna McLauchlan advised that the Library Reserve Fund balance is \$6,421.20 and that the fund is designated for library computer purchase.

Quotes from Gene's Telecom and Sound Innovations presented to Board.

M / S / C Jeanne LaJambe / Sue Bilinski

THAT the library purchases 3 computers c/w 22" LG Monitors, upgraded video cards from Sound Innovations. Purchase 2 additional 22" LG monitors for circulation desk. Purchase a laptop (notebook) for Administrator use.

4. NEW BUSINESS:

4.1 NEW ENTRANCE DOOR WITH AUTOMATIC OPENER

Prices have been requested for a new entrance door with an automatic opener. Quote from A-1 Doors forwarded to Grant King. Maintenance will request this as a 2009 Capital Project.

4.2 LIBRARY CHRISTMAS RAFFLE

Brian Duncalfe donated a Christmas Wreath (\$125.00 value), main prize for our Christmas Raffle. Two ornaments have been purchased from the Christmas Store as second and third prize. Three hundred (300) tickets printed. Ticket price \$2.00 each. Proceeds of raffle towards new entrance door with automatic opener.

4.3 L4U SUPPORT RENEWAL

L4U support costs have increased \$50.00 over 2008. Support and Check Marc cost for 2009 is \$1,248.00.

M / S / C Cathy Gardiner / Warren Hicks

THAT L4U Support and Check Marc be renewed for 2009.

4.4 MICROFILM READER

Our current microfilm reader, donated by Hudson Bay Archives, is quite antiquated and not all parts work. In order to advance the microfilm you have to manually turn the reels by hand. Public Library Services has been consulted and will provide information to ensure we pursue appropriate equipment.

Board requested that Carol explore conversion costs and check with the Museum for archival grants.

4. NEW BUSINESS continued:

4.5 CHRISTMAS PARTY

Staff suggested if we proceed with the Library Annex Wii Project, they would like to hold the Christmas Party at the library. Date: Saturday, December 20th. Board agreed.

4.6 CHRISTMAS HOURS

Carol requested closing the Library on December 24th, Christmas Eve, Saturday, December 27th, and Wednesday, December 31st, New Year's Eve. The Library will be closed December 25th and 26th.

This closure was discussed at the November 12th staff meeting, pending Board approval. Staff was in agreement.

M / S / C Warren Hicks / Jeanne LaJambe

THAT the library close 5 days over Christmas, December 24, 25, 26, 27, 28 and New Year's Eve, December 31.

5. OTHER BUSINESS:

None

6. NEXT MEETING: Tuesday, December 9, 2008 7:00 pm

7. ADJOURNMENT

M / S / C Cathy Gardiner / Warren Hicks

THAT the meeting be adjourned at 9:50 pm.

Respectfully submitted by,

Sue Bilinski
Secretary