

**MINUTES -- THE PAS REGIONAL LIBRARY
OCTOBER 21, 2008**

PRESENT: Bonnie White Warren Hicks
 Cathy Gardiner Conrad Ziehlke Carol Ham

REGRETS: Sue Bilinski Jeanne LaJambeBrad Bodnar

1. LIBRARY ADMINISTRATOR'S REPORT

1.1 AGENDA

M / S / C Cathy Gardiner / Warren Hicks

THAT the agenda be adopted as circulated.

1.2 MINUTES OF SEPTEMBER 16, 2008

M / S / C Conrad Ziehlke / Warren Hicks

THAT the minutes of September 16, 2008 be adopted as circulated.

1.3 BILLS FOR THE MONTH OF SEPTEMBER 2008

M / S / C Cathy Gardiner / Warren Hicks

THAT the payment of bills for September 2008 be ratified in the amount of \$34,401.27.
*28,606.98 – salaries August & September, 5 pay periods.

1.4 CIRCULATION AND REVENUE FOR THE MONTH OF SEPTEMBER 2008

Circulated as information.

1.5 PATRON COUNT – SEPTEMBER 2008

Four thousand eight hundred sixty-seven (4,867) people through our doors in 25 working days. One hundred ninety-five (195) people/day.

2. CORRESPONDENCE/INFORMATION:

2.1 MEMBERSHIPS – SEPTEMBER 2008

37 New resident memberships
32 Resident renewals
4 New RM memberships
7 RM renewals
1 New Cranberry Portage
0 Renewal Cranberry Portage
2 New non-resident memberships
3 Non-resident renewals
0 Temporary membership

Total Memberships September 2008 – 86

2.2 INTERNET USE – SEPTEMBER 2008

Four hundred twenty-eight (428) Internet hours were purchased during the month of September.

2. CORRESPONDENCE/INFORMATION continued:

2.3 MANITOBA LIBRARY TRUSTEES ASSOCIATION (MLTA) ANNUAL GENERAL MEETING

Correspondence received regarding the MLTA Annual General Meeting, which will be held in Winnipeg on Sunday, November 23, 2008.

2.4 CHANGES TO MUNICIPAL FINANCIAL REPORTING

Public Library Services has forwarded information from Intergovernmental Affairs regarding changes to the Public Accounting Handbook, recommended by the Public Sector Accounting Board (PSAB). Copy of memo from Intergovernmental Affairs attached as information.

1. *Municipalities are required to consolidate entities under their control and entities under the shared control of two or more municipalities (i.e.: government partnerships). This would include libraries under the control or shared control of municipalities.*

Carol contacted Johanna McLauchlan to see how this would affect us. Library will forward a copy of annual financial statement to the Town to be incorporated with their records.

2.5 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. We contacted L4U in June as soon as the problem occurred and have requested regular updates – with no resolve. PLS technical consultants have been in touch with L4U several times, doing a variety of tests, again with no resolve. Other libraries have been unable to search our collection for the past four months, decreasing our inter library loan circulation.

The Director of Public Library Services emailed the CEO for SRB Education Solutions, the new owners of L4U, which lit a fire under the L4U technical team to get this issue resolved. The problem is now on the front burner and we expect results shortly. Failure to fix this problem could result in a change of library software.

2.6 STAFFING

A library page was hired at the end of September. She worked a few shifts and unfortunately had to resign due to ill health.

Caitlin Henderson has been offered the position of Library Page pending the child work permit. We had hoped to have Caitlin start work Saturday, October 18th, however Employment Standards are swamped with permit applications this time of year and there may be a delay in receiving the permit.

2. CORRESPONDENCE/INFORMATION continued:

2.7 PRE-SCHOOL STORY HOUR

Pre-School Story Hour will resume on Thursday, November 6, 2008. Deann MacInnis is not available until after Christmas. Shawn Yaremko, who has subbed for Deann in the past, has agreed to teach a six-week session combining the three and four year olds. The class will be held from 10:00-11:00 am every Thursday, November 6 to December 11.

2.8 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, November 4th, 7:00pm, Library Annex.

2.9 PAJAMA TALES

October is Library Month. To celebrate the Library is hosting weekly draws for books and book bags for youth, young adult and adult.

Pajama Tales will be held October 30, 2008 from 7:00-8:00pm in the main library.

Guest readers include:

Richard Paetzold	Diane Kelly	Member of RCMP
Cecile Affleck	Meghan Dunnigan	
Derrick Wainio	Nelson Fulford	

2.10 AUTHOR READING

Myrna Guymer has written a delightful children's book called "The Canadian Shield Alphabet". Myrna will be at the Library on Wednesday, November 5th from 7:00 – 8:00 pm for a reading and signing.

2.10 OPERATION RED NOSE 2008

Once again The Pas Regional Library is supporting Operation Red Nose with photocopy and fax service as our gift in kind.

2.11 DONATION TO CARROT VALLEY COMMUNITY CENTRE

Two books have been donated to Carrot Valley Community Centre for their Kountry Kitchen Game of Chance.

2.12 DONATION OF CHILDREN'S AUDIO BOOKS

Due to lack of circulation, we have pulled a large quantity of children's audio books from our collection. Lorna Sanderson, Resource teacher at Kelsey Early Years will review items available and select suitable ones for their school.

2.13 ON THE SAME PAGE – MANITOBA READS

This year's choice for on the same page is "April Raintree". 2008 marks the 25th anniversary for this book. The ultimate goal is to have 12,000 Manitobans read the same book between October 2008 and April 2009. Both Kelsey Adult Learning Centre and M.B.C.I. have been contacted to record the number of individuals reading this book between October and April.

2. **CORRESPONDENCE/INFORMATION continued:**

2.14 **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.

Note: Roof repair August 2008 - RMC Limited \$740.25

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.

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.

RURAL LIBRARY TECHNOLOGICAL SUSTAINABILITY (RLTS) GRANT

Grant application for the Rural Library Technological Sustainability Grant has been submitted to Culture, Heritage, Tourism and Sport. Public Library Services (PLS) has distributed a Municipality Information Package to the Town of The Pas along with a draft resolution for receiving and transferring funds to the library.

Municipalities are required to pass this resolution and provide a copy to the PLS branch. The province will then pay the RLTS grant to the Town of The Pas for distribution to the library. The Pas Regional Library will receive \$4,057.38 to be used for standard compliance for criteria as well as computers/servers, software, electronic resources and databases as well as technical support.

4. NEW BUSINESS:

4.1 UPGRADE SOFTWARE

The Library currently uses Microsoft Office Professional 2000. Some of our patrons are using a higher version, making it impossible to access their information at the library.

Gene's Telecom is exploring non-profit pricing for the following:

Adobe Acrobat – single license

Microsoft Office Professional – license for 3 computers

Microsoft Office Basic – license for 7 computers

Board members discussed and recommended that Carol explore “Open Office”, a free software, and give it a 30 day trial.

4.2 COMPUTERS REQUIRED

Both Keith and Kristin's computers need to be replaced. 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. Quote requested.

Board members recommended that Carol contact the Town to see how much money is available in the Library reserve fund.

5. OTHER BUSINESS:

6. NEXT MEETING: Tuesday, November 18, 2008 7:00 pm

7. ADJOURNMENT:

M / S / C Cathy Gardiner / Warren Hicks

THAT the meeting be adjourned at 8:15 pm.

Respectfully submitted by,

Cathy Gardiner
A/Secretary