

**MINUTES -- THE PAS REGIONAL LIBRARY
SEPTEMBER 16, 2008**

PRESENT: Bonnie White Jeanne LaJambe Warren Hicks
Cathy Gardiner Conrad Ziehlke Brad Bodnar Carol Ham

REGRETS: Sue Bilinski

1. LIBRARY ADMINISTRATOR'S REPORT

1.1 AGENDA

M / S / C Conrad Ziehlke / Cathy Gardiner

THAT the agenda be adopted as circulated.

1.2 MINUTES OF June 10, 2008

M / S / C Jeanne LaJambe / Cathy Gardiner

THAT the minutes of June 10, 2008 be adopted as circulated.

1.3 MINUTES OF SPECIAL MEETING – JULY 30, 2008

M / S / C Cathy Gardiner / Conrad Ziehlke

THAT the minutes of the special meeting of July 30, 2008 be adopted as circulated.

1.4 BILLS FOR JUNE 2008

M / S / C Cathy Gardiner / Conrad Ziehlke

THAT the payment of bills for June 2008 be ratified in the amount of \$17,995.56.

BILLS FOR JULY 2008

M / S / C Brad Bodnar / Jeanne LaJambe

THAT the payment of bills for July 2008 be ratified in the amount of \$16,783.96.

BILLS FOR AUGUST 2008

M / S / C Conrad Ziehlke / Cathy Gardiner

THAT the payment of bills for August 2008 be ratified in the amount of \$4,658.05.

1.5 CIRCULATION AND REVENUE FOR THE MONTHS OF JUNE, JULY & AUGUST 2008

Circulated as information.

1. LIBRARY ADMINISTRATOR’S REPORT continued:

1.6 MILLENNIUM FUND GIC

Millennium Fund GIC in the amount of \$15,000.00 matured July 18, 2008. Interest (\$506.64) plus principle put into money market fund with an interest rate of 2.35%. Funds accessible after 30 days.

1.7 PATRON COUNT – JUNE, JULY & AUGUST 2008

JUNE – 5,581 people through our doors in 26 days (215 people/day).

JULY – 5,266 people through our doors in 22 days (239/people/day).

AUGUST - 4,660 people through our doors in 20 days (233 people/day).

2. CORRESPONDENCE/INFORMATION:

2.1 MEMBERSHIPS – JUNE 2008

13	New resident memberships
7	Resident renewals
0	New RM memberships
6	RM renewals
5	New Cranberry Portage
1	Renewal Cranberry Portage
1	New non-resident memberships
3	Non-resident renewals
1	Temporary membership

Total Memberships June 2008 – 42

MEMBERSHIPS – JULY 2008

45	New resident memberships
25	Resident renewals
3	New RM memberships
3	RM renewals
2	New Cranberry Portage
0	Renewal Cranberry Portage
5	New non-resident
5	Non-resident renewals
3	Temporary membership

Total Memberships July 2008 – 91

MEMBERSHIPS – AUGUST 2008

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

Total Memberships August 2008 – 40

2. CORRESPONDENCE/INFORMATION continued:

2.2 INTERNET USE – JUNE, JULY & AUGUST 2008

JUNE - 347
JULY - 507
AUGUST - 374

2.3 VANDALISM – JUNE 2, 2008

On Monday, June 2, 2008, glass in our front door smashed and the Plexiglas panel on the front display window dislodged and severely scratched. Kelsey Glass replaced the glass in the front door and the Plexiglas in the front display window. Replacement cost of \$747.07, covered by the Town of The Pas.

2.4 MAPLIN 3 - UPDATE

Public Library Services (PLS) recently launched Maplin 3, which 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. To-date, our library has acquired 200 books from the PLS collection.

Library is still experiencing problems with the Z39.5 web server closing at each search request. David Christensen, Technical Consultant for PLS has been in touch with L4U to fix this problem. Other libraries will be unable to search our collection until this problem has been resolved.

2.5 ROOF REPLACEMENT

- Community Places grant approved for up to \$20,000.00
- Town of The Pas has committed \$33,063.00 towards this project
- Larry Rech of Aggasiz Consulting Group conducted initial site review June 17th
- June 26 bid package received; tender closing date of July 16; contacted Larry Rech to review
- July 17 tender summary forwarded to library, administrator away, received July 29
- Tenders summary reviewed, local contractor did not bid, all tenders much higher than funds available
- Lots of rain in July – leak in Library Annex
- Special Board meeting held July 30, 2008; Board authorized Randy Manych be hired to do repairs; Library Administrator present Consultant’s report to Town Council
- July 31 – memo to Val Miron, CAO, Town of The Pas
- August 14 – Conference call held with Larry Rech, Aggasiz Consulting. (Val Miron, Grant King, Mary J. and Carol Ham)
- August 20 – Val Miron presented report to Town Council
- August 22 – Mary J., Town Engineer, brought team of Structural Engineers to Library for initial inspection
- August 25 – Town Council held conference call with Larry Rech, Aggasiz Consulting
- August 28 – Val Miron sent a letter to Larry Rech, Aggasiz Consulting to inform him that the Town has decided not to proceed with current roof renovation and will be contacting a structural engineer for an assessment

2. CORRESPONDENCE/INFORMATION continued:

2.5 ROOF REPLACEMENT continued:

- September 4 – Administrator sent a letter to Community Places to advise delay in project
- September 16 – Val Miron advised Scan Tech Structural Engineers have been hired to do the assessment of the library roof. Date not yet determined

Note: Roof repair RMC Limited \$740.25

2.6 NORTH-WEST REGIONAL ANNUAL REPORT

Circulated.

2.7 WINNIPEG PUBLIC LIBRARY ANNUAL REPORT

Circulated.

2.8 REPORT - LINK BETWEEN PUBLIC LIBRARIES AND EARLY READING SUCCESS

Report received from Public Library Services – distributed as information.

2.9 MANITOBA LIBRARY TRUSTEES ASSOCIATION (MLTA)

- Final notice received for membership renewal – Board does not wish to renew.
- MLTA Trustee of Distinction Award – not applicable without a membership.
- Trustee handbook, March 31, 2008, available for review.

2.10 MANITOBA PUBLIC LIBRARY STATISTICS 2006

Circulated

2.11 JANITORIAL SERVICES

Cleaning contract between the Town of The Pas and John Gislason has been extended for a one-year term to August 31, 2009.

2.12 L4U KELOWNA SOFTWARE – SOLD

Notification received from L4U Kelowna Software (library software) has been sold to SRB Education Solutions of Markham, Ontario.

Braden Messenger, Vice-President of L4U Divisions has advised that their staff and location remain in Kelowna. No changes for libraries using L4U. The L4U product will benefit from additional resources both technical and research.

2.13 BOOKMARK PROMOTION

An agreement has been signed between The Pas Regional Library and Wild Cards Bookmark Campaign to distribute 6,000 bookmarks. The front of the bookmark will be the Governor General's Literacy Award, the back will be The Pas Regional Library information and will also be used as "date due" cards. The library will receive \$60.00 for the distribution.

2. CORRESPONDENCE/INFORMATION continued:

2.14 RESIGNATION – LIBRARY PAGE

Bryce Gamache has resigned as Library Page effective September 18, 2008. Advertisement has been placed in Opasquia Times as well as MBCI Blurb with an application deadline of Friday, September 19, 2008, 4:00 pm. Interviews to be conducted the following week with hopes of the successful applicant starting work shortly thereafter.

2.15 ANNEX RENTAL

The Federal election has been called for October 14, 2008. Elections Canada is renting the Library Annex for September and October at a monthly rate of \$3,500.00 per month. A hold deposit in the amount of \$1,000.00, received in March of 2006, has been deducted from the first months rent.

120 boxes of used books, 2 spinners and a storage cart have been stored at the CJ1240 building. Allen Ducharme moved material for a fee of \$150.00. Gary Morrish has donated storage space.

2.16 PRE-SCHOOL STORY HOUR

Due to Annex Rental for September and October, we will be offering a drop in Mom and Me session on Thursday mornings for the month of October. We hope to have Story Hour resume the first Thursday in November.

2.17 BOOK CLUB

The Pas Regional Library Book Club will meet at Lyet's on Tuesday, October 7, 2008 from 7-9pm. Everyone welcome!

3. OLD BUSINESS:

3.1 ARCHIVE SHELVING

Letter sent to Benevolent and Protective Order of Elks regarding funding for archive shelving. No response. Carol to contact Ron Skokun.

3.2 DISPLAY CASE - UPDATE

Contractor who was contacted to build the display case is moving out of town. If time permits, he will build the display case prior to his move. Drawing and quote to be forwarded to Walter Krivda for funding.

4. NEW BUSINESS:

4.1 THE PAS REGIONAL LIBRARY – ANNUAL REPORT 2007

Circulated as information.

4. NEW BUSINESS continued:

4.2 RESIGNATION – ROY KELLY

Letter of resignation received from Roy Kelly September 15, 2008. Roy has offered his services for sundry duties as required.

4.3 RURAL LIBRARY TECHNOLOGICAL SUSTAINABILITY (RLTS) GRANT

Grant application has been received from Culture, Heritage, Tourism and Sport for technological sustainability. This grant is part of the Building Manitoba Fund. Upon receipt of the completed application, Public Library Services (PLS) will distribute a Municipality Information Package to the sponsor municipality indicated on the application along with a draft resolution for receiving and transferring funds to the library. Municipalities will be required to pass this resolution and provide a copy to the PLS branch. The province will then pay the RLTS grant to the sponsor municipality 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.

4.4 DISPOSAL – GATES COMPUTERS

The computers donated by the Gates Foundation in 2000 are no longer being used for the Internet and have been stored in the Annex. Although they do have useable software, Public Library Services has advised that if we pass them on to another community use group or send them to recycling, the computers must be wiped clean.

Programs on computers such as Word, PowerPoint and children's stories might be used if set up in the Annex. As a pilot project, the Library will look for used study carols, set up computers in Library Annex and encourage public to use. Project to be re-evaluated after six months.

4.5 BUDGET TO ACTUAL

Reviewed and discussed.

5. OTHER BUSINESS:

None

**6. NEXT MEETING: Tuesday, October 21, 2008 7:00 pm
A & W Back Room**

7. ADJOURNMENT:

M / S / C Brad Bodnar / Warren Hicks
THAT the meeting be adjourned at 8:00 pm.

Respectfully submitted by,

Jeanne LaJambe
A/Secretary