

Pinawa Public Library Board
February 21, 2019
Minutes

Present: Mike Luke, Donna Wuschke, Lois Bernardin, Ann Quinn, Myrna Tiede, Lyn Ewing, Holly Parcey, Gisèle Smith, Tom McMahon.

Absent: All present

Meeting called to order at 9:35 am.

1. Minutes of January 17, 2019 meeting:
 - a. **MOTION** to approve the minutes of January 17, 2019 as distributed – Ann/Holly. Motion carried.
2. Review of Actions from January 17, 2019 meeting:
 - a. **Action on Mike**: Mike will revise wording of the PPL Policies & Procedures on sections discussed, and submit proposed revisions to the PPL board members. **Ongoing**.
 - b. **ACTION: Donna** will revise the PPL 2019 draft budget as per discussion held at the meeting, and email the revision to all PPL Board members for review and comment before the next meeting of February 21, 2019. **Complete**.
 - c. **ACTION: All PPL Board members** will review the revised PPL draft budget sent out by Donna. All Board members are required to either:
 - i. Send comments/responses to Donna **before** the next meeting of February 21, 2019 **OR**,
 - ii. Send Donna an email acknowledging the receipt of the revised PPL 2019 Budget and state that they have no comments/response. **Complete**.
3. Operations Report: Ann Quinn
 - a. Operations report for January 2019 was reviewed and discussed.
 - b. Lois will be away May 21 – June 30, 2019. Marg Stokes, in conjunction with other Library staff, will manage the PPL administrative duties during the period of time Lois is away.
4. Librarian's Report: Lois Bernardin.
 - a. There will be afternoon "Free Tech Help Evening" held in cooperation with the Two Rivers Support Services for Seniors and Action: February 27 & March 27, 2019.
 - b. Lois ordered the Silent Beacon Emergency Alert system. Lois will test it out and report back to the Board.

- c. It was decided to present a McNally Robinson gift card as the PPL gift to this year's high-school recipient. There will be discussion with the Pinawa Senior School principle regarding possible recipients for this award.

5. Treasurer's Report: Donna Wuschke

- a. The PPL Financial Report for January 2019 was reviewed and discussed.
- b. The PPL revised draft budget for 2019 was presented and discussed. This draft included changes resulting from comments Donna received from the email draft budget 2019 sent out to the PPL Board on February 04, 2019.
- c. Donna reported on 2019 budget uncertainties:
 - i. Unknown amount required to be spent on safety and security changes and volunteer checks.
- d. **MOTION** for the adoption of the Pinawa Public Library 2019 Budget, subject to changes as discussed at the meeting. Donna/Mike. Motion carried.
- e. Donna will transfer funds from the PPL reserve to the Operations Budget as currently shown in the PPL Draft Budget 2019.

6. Junior Book Selection: Nikki O'Connor's report by Lois Bernardin

- a. No purchases for the Junior Book section at this point. Nikki is looking to spread out this fiscal year's purchases evenly throughout the year to ensure a steady stream of new material.
- b. Update on Summer Reading Program plans. This program will be planned and executed largely by the summer students, under Nikki's supervision. Nikki has been in contact with the Altona Library as they have run a successful Summer Reading Program for many years.

7. Adult Book Selection: Mike Luke

- a. An adult book selection meeting will be held in early March 2019.
- b. Mike contacted Tim Stefanishyn, Pinawa Public School Superintendent for permission to purchase a young adult book series for the PPL. This series will be paid for by the PPS. Permission was received for this purchase.

8. Presentations

Proposed presentation schedule is as follows:

- a. Peter Taylor on Australia: November 28, 2018
- b. Stu Iverson on Vikings: Possibly March
- c. Heartland Pub (St. John): Mike to call and discuss date
- d. Mike Luke; new book: Date to be set
- e. Robert Tiede on Croatia: Date to be set
- f. Jackie Sturton: Skyping: Date to be set

9. Other Business

- a. Book Bike Project Update:
 - i. Questions for future clarification: staffing (volunteers, summer students); system for marking out books; will we be able to sign up new members; do we use it for used books for sale as well;
 - ii. Tom may have a trailer that would be adequate for the purpose.
- b. Mike will continue to contact Stu Iverson to discuss a presentation date for Stu's photography: Vikings.
- c. Discussion on:
 - i. Youth and Philanthropy program letter sent to Mike Luke and distributed to the PPL board via email on November 27, 2018. Mike will respond to this letter proposing the purchase of a globe and stand for the library.
- d. Advertising for Summer Student position at the PPL will begin once we have heard confirmation of funds from the Grant application.
- e. Discussion was held on possible ways to improve signage for the PPL. Options discussed were:
 - i. LGD involvement with signage
 - ii. Sandwich board
 - iii. High Visibility mobile signs with digital text
 - iv. Use of current PSS sign post
- f. Staff Safety
 - i. Holly has put together a draft PPL Volunteer Application. The draft will be emailed to board members for comments and general information. This application is intended for new volunteers only.
 - ii. Discussion on a Volunteer Job Description
 - iii. Discussion on a Volunteer Orientation Document to ensure all volunteers are receiving the same information on responsibilities and expectations etc.

10. Next meetings:

- a. **April 18th (Thursday)** at 9:30 in the Pinawa Senior School board room
 - i. Quiz Night Planning meeting
- b. **April 25th (Thursday)** at 9:30 in the Pinawa Senior School board room
 - i. Regular PPL board meeting

11. Adjourn meeting: 11:40 a.m.