

Pinawa Public Library Board
June 15, 2017
Minutes

Present: Mike Luke, Marg Stokes, Donna Wuschke, Ann Quinn, Myrna Tiede, Gisèle Smith, Michelle Long

Absent: Lyn Ewing

Meeting called to order at 9:40 a.m.

1. Presentation of PPL Minutes of April 20, 2017 meeting.

MOTION Ann/Donna to accept the April 20, 2017 minutes as presented. Motion carried: all in favour.

2. Review of Actions from April 20, 2017 meeting:

- a. **Action on Mike:** Contact used-book stores for sale possibilities of donated Star Trek books: **Completed.**
- b. **Action on Marg and Ann:** Discuss and return to the PPL Board with some workload management ideas. **Ongoing.**
- c. **Action on Mike:** Mike will revise wording of the P&P on sections discussed during the Feb 16th and April 20th meetings, and submit proposed revisions to the PPL board members before the June 15, 2017 meeting (See Section 9 a.). **Postponed until September 21, 2017 meeting.**
- d. **ACTION on Ann** to proceed with PPL staff evaluations. **Ongoing.**
- e. **ACTION on Marg** to send Mike updated information on Head Librarian duties. **Ongoing.**
- f. **ACTION on all PPL Board Members:** Review sections E & F for June 15, 2017 meeting (See Section 9 a.). **Postponed indefinitely.**

3. Operations Report: Ann Quinn

- a. Operations report for April and May 2017 was reviewed.
- b. The 12 hrs/week Student Assistant position was filled. Start date is July 4, 2017.
- c. Our current Student Assistant who would have worked the 30 hrs/week position over the summer has handed in his resignation. This position will be offered to one of the students who applied for the 12 hrs/week position.
- d. Library inspection is scheduled for August 17, 2017 after the PPL board meeting.

4. Librarian's Report: Marg Stokes

- a. The draft 2016 Annual Report was prepared for review.
- b. Application was made for The Child Employment Permit, required for new Student employee, Rebecca Tinant, as she is 15 years old.
- c. The PPL audit currently at BDO was forwarded on for supervisory review on June 5, 2017. The audit process is nearing completion.

- d. Pinawa Foundation's Community Project Month (May) - \$350 from TV raffle ticket sales and book sales was given to Pinawa Foundation on May 31, 2017. Pinawa Foundation will add other moneys donated to the Library through the Foundation, and submit a cheque to the PPL for the amount of sales & donations, plus 20%.
- e. A rep. from Accent furniture visited PPL May 26, 2017 to measure the space for new shelves, prior to submitting the order. A separate quote for slatwall for book display on the 2 ANF shelf ends is \$1203.45. A large portion of this cost is freight. Accent will attempt to combine our 2 slatwall panels with a future order they make to the supplier. At that time they will send a revised quote.
- f. Bookmarks that show the new PPL hours were purchased from Shaun Thompson.
- g. The PPL is registered for the Town Market, Sunday, July 16, 2017 11 a.m. - 3 p.m. Lyn will work at the sale table. Mike's new book will be ready for sale at the PPL table.
- h. Zinio e-magazines: Marg sent an inquiry in May, 2017 to BC Library Co-op. The process appears to have stalled because the proper ports still aren't open to the right IPs; BC Library Co-op said they'd follow up; Marg will touch base with them again.
- i. The Draft Annual Report was presented for review.
- j. **MOTION Mike/Donna:** Approve the 2016 PPL Annual Report as presented. Motion carried: all in favour.

5. Treasurer's Report: Donna Wuschke

- a. Discussion on Profit/Loss statement presented.
- b. **MOTION Donna/Ann:** Move the adoption of the Financial Report as presented. Motion carried: all in favour.

6. Junior Book Selection: Michelle Long

- a. Michelle absent. No report presented.

7. Adult Book Selection: Mike Luke

- a. Adult Book Selection committee has an upcoming meeting.

8. Presentations:

- a. We have not heard from Arlene Davidson about a date for a joint presentation with Murat Ates.
- b. September presentation options: Robert Tiede on Corsica; Donna Warenko on Africa;

9. Other Business

- a. PPL Policies & Procedures. Mike will review the entire approach and formatting of the PPL Policies and Procedures over the summer, 2017. Future discussion on this topic will be scheduled for the September 21, 2017 meeting.

10. Next meeting: Quiz Night. August 17, 2017, 9:30 a.m. at the Pinawa High School Board Room.

11. Motion to adjourn meeting Myrna/Ann: 10:20. a.m.

Library Presentation ideas

- Sheldon Sveinson
- Arlene Davison and Murat Ates
- Robert Tiede – Corsica trip
- Climate change
- Peter Taylor has a possible presentation
- Donna & Ray Warenko – trip to Nepal, trip to Africa
- Winter survival skills – Barrett Miller could do this, or other presentations e.g. home brewing
- Hans Arnold (Up North)
- Dana Joseph (now Wood?) – Janice Hoffman’s daughter; Janice lives in LdB and worked @ AECL, so is well known; Dana’s book is about losing her daughter to Ewing Sarcoma
- Home improvements/renovations
- Trans Canada Trail
- How to improve your golf game
- Physiotherapy and golf/curling/any sport
- Manitoba marathon
- Tips on selling your home
- Habitat for Humanity
- Bird watching
- Travel destinations
- Home gardening/landscaping; gardening with the deer
- Winterizing your home
- Setting up a home business