

**Pinawa Public Library Board
November 16, 2017
Minutes**

Present: Mike Luke, Marg Stokes, Donna Wuschke, Ann Quinn, Gisèle Smith, Nikki O'Connor.

Absent: Lyn Ewing, Myrna Tiede

Meeting called to order at 9:35 a.m.

1. Minutes of September 20, 2017

MOTION to approve the minutes of Sept. 20, 2017 as distributed – Mike/Ann, all in favour.

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

- a. **Action on Marg and Ann:** Discuss and return to the PPL Board with some workload management ideas. **Action removed;** workload is under control; will revisit this action if necessary.
- b. **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. **Ongoing.**
- c. **ACTION on Ann** to proceed with PPL staff evaluations. **Ongoing.**
- d. **ACTION on Marg** to send Mike updated information on Head Librarian duties. **Ongoing.**

3. Operations Report: Ann Quinn

- a. Operations report for September and October 2017 was reviewed and discussed.
- b. Staff salaries

MOTION to increase Library wages commensurate with the LGD of Pinawa collective agreement: 1% increase retroactive to Aug. 22, 2017, 2% increase on Jan. 1, 2018 and 2% increase on Jan. 1, 2019 – Ann/Mike, all in favour.

- c. We have received a suggestion to increase our Sunday hours by one hour. New Sunday hours would be 1-4 p.m. The Board agreed to try out the new Sunday hours.

4. Librarian's Report: Marg Stokes

- a. We received a significant update to Insignia, our Library software. All existing features remain and new features were added. Staff has found the update good to work with, although the change slowed us down a bit at first.
- b. The shelving installation was completed in less than 2 days and the invoice has been paid. Books were moved onto the new shelves within about a week. A literature display panel has been ordered for the end of the AF shelf.
- c. We have deleted our old National Geographic magazines and from now on will just keep the current and past year, same as other magazines.
- d. I am following up a problem with receiving our GST rebate. We are experiencing delays because our claim amount is frequently mixed up with the LGD's GST claim.

- e. The Town Market is Sat. Dec. 2, 10 a.m.-3 p.m. We will conduct our usual used book sale, book raffle and have one or two local authors at our table.
- f. Library & Archives Canada OCLC worldshare grant application was made Nov. 9. The grant will cover our fee to join this organization to more easily share books between provinces and perhaps internationally. We will find out more about it in the coming months.

5. Treasurer's Report: Donna Wuschke

- a. Income and Expenses on the Profit/Loss statement were reviewed.
- b. **MOTION** to approve the Financial Report as presented – Donna/Mike, all in favour.

6. Junior Book Selection: Nikki O'Connor

- a. The Board welcomed Nikki O'Connor who recently took over the Junior Book Selection position.
- b. We should receive the books on order before the end of the year.
- c. Nikki suggested ordering ebooks for teen readers. We need to look into how to do this.

7. Adult Book Selection: Mike Luke

- a. A book order has been submitted and should arrive before the end of the year.

8. Presentations:

- a. Diane Loesch would like to do a presentation in the spring on her recent trip to Africa, including visiting gorilla habitat.
- b. Mike will follow up with Stu Iverson to see if he is interested in a presentation on his recent trip.

9. Other Business

- a. **Quiz Night:** We had 18 teams and made a profit of \$2864.69. The evening was a success.
- b. **Revised Board Meeting dates for 2018** were distributed: Jan. 18, Feb. 15, Apr. 19, June 21, Aug. 16 (Quiz Night planning), Sept. 20, Nov. 15.
- c. **Appointment of PPL Board members:**
The following list of Library Board members will be on the next LGD Council meeting agenda for appointment (2-year term):
Michael Luke, Chairperson
Ann Quinn, Operations Supervisor
Donna Wuschke, Treasurer
Myrna Tiede, Secretary
Nikki O'Connor, Junior Book Selection
Gisèle Smith, LGD of Pinawa representative
Lyn Ewing, Member at Large

10. Next meeting: January 18, 2018, 9:30 a.m. at the Pinawa High School Board Room.

11. MOTION to adjourn meeting – Ann, 10:27 a.m.