

Pinawa Public Library Board
January 18, 2018
Minutes

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

Absent: Lyn Ewing

Meeting called to order at 9:36 a.m.

1. Minutes of November 16, 2018

MOTION to approve the minutes of Nov 16, 2018 as distributed – Mike/Ann. Vote. Motion carried.

2. Review of Actions from November 16, 2018 meeting:

- a. **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.**
- b. **ACTION on Ann** to proceed with PPL staff evaluation. **Complete.**
- c. **ACTION on Marg** to send Mike updated information on Head Librarian duties. **Ongoing.**

3. Operations Report: Ann Quinn

- a. Operations report for November and December 2017 was reviewed and discussed.
- b. Staff reviews: Marg will perform staff reviews for Lois, Cheryl and Audrey.
- c. Marg's performance review has been completed by Ann (see 1. Actions, Section 2b of these minutes).
- d. Ann will submit an online application for the Canada Summer Jobs grant on Tuesday, January 23, 2018. The deadline is February 02, 2018.

4. Librarian's Report: Marg Stokes

- a. GST rebate: The outstanding amount was received in early January. The GST claim for 4th quarter (Oct-Dec) was submitted Dec. 29.
- b. Town Market Book Sale on Sat. Dec. 2 made a profit of \$212.
- c. Story-time is being held at FW Gilbert School during the winter weather. Grassroots plans to return Story-time to the Library in the spring.
- d. Children's Book week May 7-11: Marg has applied for touring author Vikki VanSickle to do a Library presentation; Grades 5, 6, 7, 8 plan to attend. We will hear in March whether this request was successful.
- e. Technology: The PPL needs to replace the colour printer and the digital projector. Mike will ask Stu Iverson for advice on purchasing a projector.
- f. Accessibility: Staff has completed the online training through the link from the LGD of Pinawa.

- g. Marg has begun to develop a succession plan and is in the process of talking to staff to determine who is interested in taking on a larger role. The transition time would involve extra hours, perhaps 6 hours.

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. Vote. Motion carried.
- c. Discussion was held on possible changes to the draft budget. Donna will email a revised draft budget to PPL Board members.

6. Junior Book Selection: Nikki O'Connor

- a. There is an ongoing junior book order.
- b. There was discussion on Story-time being held at the WB Lewis School, and its return to the PPL at spring time.

7. Adult Book Selection: Mike Luke

- a. Mike will organize a meeting to discuss adult book orders.

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. No other business.

10. Next meeting: February 15, 2018, 9:30 a.m. at the Pinawa High School Board Room.

11. MOTION to adjourn meeting – Ann, 10:40 a.m.