

**FLIN FLON PUBLIC LIBRARY  
MINUTES  
Friday May 23 2013  
ROTARY ROOM 12:10 PM**

**PRESENT:** VAL DIXON, TOM GOODMAN, TIM BABCOCK, BLAINE VIETCH, BUZ TREVOR, BILL HANSON, CINDY MCLEAN

**REGRETS:** BUNNY BURKE, MURRAY SMITH

**CHAIRPERSON:** BUZ TREVOR

**MOTION: DIXON/GOODMAN**  
To accept agenda as circulated  
**CARRIED**

**MOTION: HANSON/GOODMAN**  
To accept minutes of April 19 2013  
**CARRIED**

**CORRESPONDENCE:**

1. Thank you card Online Citizenship Preparation Team
2. Town of Creighton :Prov of Sask Operating Grant \$18,238.67
3. City of Flin Flon-first half of 2013 Operating Grant \$45,000.00
4. CIBC-refund \$15.00 & \$135.00 2013 difference in increase service charges. Our service charges increased to \$50.00 from \$35.00, with no written notice. The library will have to budget accordingly for 2014
5. Manitoba Housing Community Places Grant approval \$ 3000.00, pending signed agreement
6. Relay for Life Sponsorship request-committed to book donation prize for participants
7. e-mail-Denise Weir requesting using our 2013 Annual Report as an example of a library demonstrating impact beyond merely statistics

### **OLD BUSINESS:**

1. Internal Audit clarification letter, as per requested by Board-no reply from Auditor
2. New roof installation will be starting next week

### **NEW BUSINESS**

1. Financial Statements

**MOTION: GOODMAN/HANSON**

To approve financial statements as presented

**CARRIED**

2. Approval of 2012 Annual Report

**MOTION: HANSON/DIXON**

To approve 2012 Annual Report as presented.

**CARRIED**

3. Chairman Buz Trevor thanked Cindy for the 2012 Annual Report, which PLS will use as an example as how an Annual Report should be completed, at the Canadian Library Convention in Winnipeg.
4. Cindy went over the various areas of the Policy book, which are either missing or out of date. She has completed a new Policy Book, which will require approval. The first policy needing approval, is the Administrator's Contract/Job Description, as there has not been one in place since hire date. Tom Goodman took this, and will discuss with Bunny Burke for next meeting. The new Policy book given to all Board Members to read over the summer, and tabulate in the fall for approval.
5. Cindy requested library closure for two days, to allow staff to spring clean bottom level.

**MOTION: DIXON/TREVOR**

To approve closure of library to allow clean up and organization of basement level

**CARRIED**

### **ADMINISTRATOR'S REPORT**

1. Cindy took banked hours April 25 & 26 to attend future daughter-in laws' Bridal Shower
2. Tara took 2.5 hrs sick on April 25<sup>th</sup>, and Aimee April 29. Karen off May 16 funeral sister-in law, and Aimee sick day May 14
3. RCMP attended library May 1<sup>st</sup>-part of regular walk about
4. Three incidents April/May (drunk lady calling Aimee a @#\* racist when asked to leave, children siphoning gas from Canada Post vehicles, and drunk lady sleeping in sitting area)
5. Hugh Arklie from Thomas Sill Foundation visit/spoke about Grant application, and their requirements
6. Library ran a "Why my Mom is Best" contest in the month of May. The winners were Bo Rachul, and Angelica Highfield, who won a prize of books and chocolate for their Moms.
7. A new "Dr Seuss Treat Chest" in our children's area. The children get to choose a treat, as they leave the library.
8. New fundraiser, "Friends of the Library", where individuals can adopt a book, or shelf.

**Motion: TREVOR/DIXON**

To adjourn meeting at 1:30pm

**CARRIED**

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