

**FLIN FLON PUBLIC LIBRARY  
MINUTES  
Friday Jan 17 2014  
Rotary Room 12:30 PM**

**PRESENT:** BLAINE VIETCH, VAL DIXON, TIM BABCOCK, JEFF HENDERSON, CINDY MCLEAN

**REGRETS:** BILL HANSON, BUZZ TREVOR, TOM GOODMAN, BUNNY BURKE

**CHAIRPERSON:** BLAINE VIETCH

**MOTION: VIETCH/BABCOCK**

To accept agenda as circulated  
**CARRIED**

**MOTION: BABCOCK/VIETCH**

To accept minutes of Nov 22 2013  
**CARRIED**

**CORRESPONDENCE:**

1. Nov 25-Reminder news-letter sent to Mayor George Fontaine from John Forster praising the Flin Flon Public Library
2. E-MAIL: PLS advising of 2013 rural technological sustainability Grant \$3,525.64
3. WCB : Dec 3/13-advising of our assessment rate of \$0.65 lowest rate
4. KENDALL & PANDYA: requesting we provide information for them to prepare financial statements
5. LOU MORISETTE-\$100.00 & book donations. Orange Toad sells his books, and since he does not keep any of the profits, they requested the profits be sent to the library.
6. E-MAIL PLS-advising that it is a municipal responsibility to appoint library board members at the first council meeting of each year and in accordance with The Public Libraries Act.
7. E-MAIL: Statistics Canada requesting we complete Capital Expenditure survey
8. XEROX: advising of meter rate increase effective Feb 1 2014. Our current rate is \$0.0225 per copy to \$0.0245. At approx. 11,811 copies p/y amounts to an approx. increase of \$30.00 annually
9. E-MAIL PLS: Library Materials Rate is increasing effective Jan 13<sup>th</sup>. A 1.28kg package previously cost libraries \$1.02, increasing to \$1.07. If it weren't for the Library Materials Rate, this material would cost. \$18.00 sent as a

regular parcel. Our library lent 212 books in 2013, which would equate to an approx. \$10.00 to \$20.00 increase in 2014.

10. E-MAIL PLS Denise Weir: link to Dalhousie University's non profit resources for library boards. Link forwarded to all Board Members

11. CHRISTMAS CARDS-library received numerous cards and chocolates from patrons. We were kind bombed by Ruth Betts students, and we received a card from Judy Zimmer saying, "On a scale of one to ten, your efforts and enthusiasm make our library a TEN+! It really is a wonderful place for all ages to enjoy.

12. AWARD Flin Flon Chamber of Commerce- Light up in the Spirit of Christmas 2013 Best Decorated Business Award Flin Flon Library

13. THANK YOU CARD- thanking the library for hosting and providing refreshment for her Spousal abuse presentation

14. CHAMBER OF COMMERCE: advising of the benefits that come with annual membership fee of \$150.00

15. QUOTE: First Stop Computer re: new server & 3 new back office computers

#### **NEW BUSINESS:**

1. Discussion on the server being replaced, as well as three back office computers. First Stop Computer to provide product and installation. Our server is very outdated at over 15 years old. The back office computers are Windows XP, which can no longer be fixed with patches. The server currently has all ports open, which poses additional risk.

**MOTION:** That the library install a new server and three back office computers, from Term Deposit surplus dollars..

**BABCOCK/VIETCH: CARRIED**

2. Budget: presentation of 2014 operating budget for approval

**MOTION:** To approve 2014 budget as presented, and forward to City of Flin Flon for their approval

**BABCOCK/VIETCH: CARRIED**

**Note: 2014 Budget approved by proxy e-mail: Tom Goodman, Bunny Burke, Bill Hanson, & Buz Trevor**

3. Discuss cell phone & vehicle mileage for Administrator contract.

**MOTION:** That the library pay Administrator \$30.00 per month towards personal cell phone bill, and \$50.00 per month for vehicle allowance, as these are both used for library business.

**BABCOCK/VIETCH: CARRIED**

#### **OLD BUSINESS:**

1. Review and amend Library policies, and Administrator's contract postponed until Chairman and Vice Chair have returned from winter snowbird vacation.

## **FINANCIAL REPORT**

### **MOTION: VIETCH/BABCOCK**

To approve the financial statements to JAN 16 2014 as presented  
**CARRIED**

## **Administrator's Report:**

1. Christine Sanders gave a personal presentation about her horrific spousal abuse on Nov 28th. The library provided the venue, and refreshments for approx. 20 women.
2. We hosted Christmas Movie Days on Dec 9<sup>th</sup>, showing The Grinch, with 8 children coming for Grinch Punch, and popcorn.
  1. Our Student Page Rebecca Kozar decided to give up her job, in an effort to increase her marks. I have hired Abby Wiens to replace her. Rebecca's last day was Dec 18<sup>th</sup>, and Abby's first day was Jan 9<sup>th</sup>.
  2. Tara was away on vacation Dec 20<sup>th</sup> –Dec 27<sup>th</sup>. She was sick Dec 30-31, & Jan 2<sup>nd</sup>. Alecia was on vacation Dec 31 & 31<sup>st</sup>. I was sick Jan 7<sup>th</sup> & 8<sup>th</sup>. Aimee sick 4 days Jan 13-17.
  3. We held our first annual Story Time with Santa on Monday Dec 23<sup>rd</sup>. MLA Clarence Peterson and RCMP Shane Smith read to the children, with Doug & Ann McGregor leading Christmas carols. Al Link was our Santa, having all the kids sit on his knee, and giving everyone treat bags. We served cookies, hot chocolate, and popcorn. We had a fantastic turnout with 92 people attending. Several Moms came up to me, expressing their appreciation.
  4. The library held our Children's Christmas book sale from Nov 25<sup>th</sup> to Dec 24<sup>th</sup>. I had originally approached Credit Union to partner with us, to have Santa deliver books to children. They declined, but did send us \$50.00 for treat bags. While at the party, Sandra Dixon indicated she would donate \$250.00 next year, to make the program happen.
  5. We held our Christmas Reading Log "Don't Be a Cotton Headed Ninny Muggins...READ" program Nov 25<sup>th</sup> to Dec 24<sup>th</sup>. The children received treat bags, and stickers for every completed log. We had 24 children enter the program, with the grand prize of Elf on the Shelf book and character.
  6. Our CAP Youth Jessica Graham's last day was Dec 23<sup>rd</sup>, and I have hired a new Intern-Brandy Davidson. Jessica has decided to pursue her university classes in the city.
  7. We have started our new program, "Blind Date with a book, which will run until the end of Feb

### **Motion: DIXON/BABCOCK**

To adjourn meeting at 1:10pm  
**CARRIED**

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