



BOARD MEETING: December 3, 2019

PRESENT



Bill Hanson, Tammy Ballantyne, Kathryn Drapak, Tim Spencer, Courtney Campbell
Regrets: Bunny Burke, Val Dixon

1. CHAIRPERSON BILL HANSON CALLED THE MEETING TO ORDER AT 5:15

MOTION: to accept the agenda



T Ballantyne/K Drapak



CARRIED

MOTION: to accept the minutes from the previous Board meeting



T Ballantyne/T Spencer



CARRIED

2. CORRESPONDENCE:

3. OLD BUSINESS:

1. Upstairs flooring renovation:

- a. **Tour:** The board toured the upstairs to see the new flooring and changes that we made to the arrangement of books. Courtney explained what was done during the renovation (major ceiling/tile cleaning, weeding, shelf reading, shelf movement for accessibility, securing shelves for safety, rearranging book locations for increased flow, signage).
- b. **Summary:** The renovation is mostly complete, Les Taylor will be by with the contractor to assess and determine final finishings and the timeline.

2. Fundraising status report:

- a. **Winter 50/50 raffle update:** The raffle has currently sold \$1,450 in tickets meaning the library would get \$725 and the winner would receive \$725. The draw date for the raffle is December 13, 2019.

- 3. **Board Membership:** Bill Hanson has approached Judy Pettersen to be on the Library Board to replace Nora Fontaine as a community representative. Becky Hyska has asked to become a member of the board, and as Lois Burke has been in the hospital and unable to attend meetings for some time the board members decided to fill her position. A decision on who is filling the roles of Vice-Chairperson and Secretary/Treasurer will need to happen at the next board meeting as it affects signatories on the bank account.

MOTION: To appoint Judy Pettersen to the library board



T Ballantyne/T Spencer



CARRIED

MOTION: To appoint Becky Hyska to the library board



T Spencer/T Ballantyne



CARRIED

- 4. **Holiday Closures: December 24-27, January 1** Had to be decided this as it affected due dates/library operations (December 24 is for the city's half days-who we match, December 27 is a day in lieu of the company holiday not taken in June which is in staff contracts to have as a holiday).

5. Budget:

- a. **2020 Budget:** Courtney will prepare a draft budget this week and sent out to the board, it will need to be edited in the future as staff wages, Saturday hours, and increases in business costs will have an effect. The board discussed avenues for other revenue and financial options, the 2019 budget will result in a deficit due to unexpected increases and other reasons as previously reported to the board.

- b. **Outstanding grants:** The City of Flin Flon has to pay the remaining \$45,000 of their 2019 grant as well as the remainder of the community grant from the Talk Wordy to Me after the hall rental was covered (\$406 in 2018). Courtney has contacted the city about this multiple times and has been told that it is in process.

4. NEW BUSINESS:

- 1. **Canada Post Parking Lease renewal:** The parking contract is up in August 2020 and Canada Post has contacted the library about renewal. The next administrator will bring this to the board for review.
- 2. **Staffing:**
 - a. **Assistant Administrator position:** The board has chosen Lisa Goodfellow as the candidate to move forward with for the Assistant Administrator position. The board discussed wages, no motion was made on a salary for the position.
 - b. **Administrator position:** Courtney presented the applicants for the position, the board took resumes to review and will book interviews once candidates are chosen.
 - c. **Interim management – Cindy McLean (attended the last part of the meeting):** Bill Hanson contacted Cindy McLean to operate as interim Library Administrator until the position is filled. As she will be Acting Administrator, the board decided to have her work the hours for the wage that the current administrator does (\$25/hour, 37.5 hours/week). She starts December 5, 2019 and potentially work for 4-6 weeks until the next administrator is hired and trained. No motion was made on these decisions.

5. FINANCIAL REPORT:

Administrator presented financial statements to December 3, 2019. No motion was made.

6. ADMINISTRATOR'S REPORT:

The library was closed from October 15-December 2, 2019 for an upstairs flooring renovation.

No motion was made to adjourn the meeting.

Signed: _____

Date: _____