



Amended June 27, 2019 & July 31, 2019

BOARD MEETING: May 15, 2019

PRESENT



Bill Hanson, Melody Borschewski, Bunny Burke, Val Dixon, Nora Fontaine, Courtney Campbell
Regrets: Constance McLeese, Kathryn Drapak, Tim Babcock

1. CHAIRPERSON BILL HANSON CALLED THE MEETING TO ORDER AT 4:35

MOTION: to accept the agenda



V Dixon/M Borschewski



CARRIED

MOTION: to accept the minutes from the previous Board meeting



N Fontaine/M Borschewski



CARRIED

2. CORRESPONDENCE:

1. Email: MLA, Spring 2019 newsletter
2. Ashley Collins, donation request.
3. Northern Growing Abilities, donation request.
4. Flin Flon Writer's Guild, donation letter.
5. CIBC, GIC renewal statement.
6. Email: Stephen Carney, MB Government non-profit consultation survey.

3. OLD BUSINESS:

1. Budget:

- a. The budget was approved via email in April, there were slight changes as insurances rates were raised significantly and YCW grant was waitlisted.

2. Fundraising status report:

- a. **2019 projects:**
 - i. **50/50:** The board agreed to have two raffles, one summer (starting in June-beginning of Aug.) and fall (end of Sept.-mid Nov.).
 - ii. **Meat draw:** The board discussed was to have a meat draw in mid-October with turkey and other meat donations, details will be confirmed at a later date.

3. Building/Archives room condition update:

a. Building:

- i. **Bulkhead update:** Kinsmen/Rotary Room repair is complete, Bill is going to paint/cover the repairs as his schedule allows.
- ii. **Flooring:** The City has added flooring to this year's budget. Les Taylor analyzed the floors and his opinion is that the upstairs floor be replaced this year and the downstairs be repaired and refinished. A walkthrough with contractors will be completed before the job is put out for tender by the City of Flin Flon.
- iii. **Other:** The front door panic bar has been repaired, other miscellaneous repairs will be taken care of by maintenance man Les Taylor.

b. Archives:

- i. **Room update:** The last archives items have been moved back by city staff (there are still discard books at city hall basement). Don Peake has organized the space, a trash run needs done before further work can happen.
- ii. **FFHP:** The Flin Flon Heritage Project has sent an agreement for the archives to the City of Flin Flon. Bill Hanson and Courtney Campbell met with city hall officials to discuss, the agreement

requires further editing but city officials agree that the library will still run point on this relationship.

4. **Annette Kirby painting lease:** The painting is on tour and an article was in April 24, 2019 edition of the The Reminder.

4. NEW BUSINESS:

1. **Review of Saturday hour trial run:**

a. **Patron count/circulations:**

- i. **March 2:** 105 patrons, 133 circulations
- ii. **March 9:** 135 patrons, 130 circulations
- iii. **March 16:** 90 patrons, 134 circulations
- iv. **March 23:** 97 patrons, 88 circulations
- v. **March 30:** 80 patrons, 106 circulations
- vi. **April 6:** 91 patrons, 109 circulations
- vii. **April 13:** 83 patrons, 68 circulations
- viii. **April 20:** 71 patrons, 42 circulations
- ix. **April 27:** 91 patrons, 122 circulations

TOTAL DOOR COUNT: 843 **TOTAL CIRC.:** 927

b. **Comparison:** **2018** vs. **2019** *comparing March/April of both years*

- i. **Circulation:** 2,736 vs. 3,638 ↑902
- ii. **Door count:** 5,497 vs. 5,048 ↓449
- iii. **Memberships:** 18 vs. 40 ↑22

c. **Hours:**

- i. **Volunteer:** 6 days, 24 hours
- ii. **Student:** 4 days, 16 hours
- iii. **Staff:**
 - 1. **Haven:** worked into daily schedule, no extra time
 - 2. **Other banked/worked into sch.:** 32 hours, some for Courtney/Rachel/Dusty
- iv. **Admin time:** Mondays for admin/cataloguing worked well and helped get misc. tasks out of the way.

d. **Overall:** *public perception was positive, circulation was up, and memberships increased.*

- i. **This indicates that Saturday winter hours are a good idea, have been included into the fall wage budget if the board decides to implement changes from November-April. The board will discuss any changes to hours at a future meeting.**

2. **Board membership:** The board needs to find two new members as Nora has asked to be replaced, Constance is moving at the end of the school year. Expectations include people who can attend meetings, volunteer at library events, help with library fundraising, help library with community connections. Board members discussed potential candidates and will inquire to their availability.

3. **Staffing:**

- a. **Student pages:** Abbey Cowper and Eden Morris have been hired to share the position of student page. Rachel Hyska is back temporarily helping with library projects and train the new student pages.
- b. **Summer students:** The library has been waitlisted for the Young Canada Works grant which will affect the budget if it doesn't come through, however the budget has allowance for a possible shortfall.
- c. **Janitorial contract:** Donna Webber is retiring as of May 31, 2019 and her assistant Ashley Krazzilosky will take over the position.

5. FINANCIAL REPORT:

Administrator presented financial statements to May 14, 2019.

MOTION: To accept financial report as presented



B Burke/N Fontaine



CARRIED

6. ADMINISTRATOR'S REPORT:

1. Courtney Campbell attended executive and general Chamber of Commerce meetings when possible.
2. The library continued temporary spring hours for March and April. The library will be closed Mondays and open Saturdays for two months.
3. Pearl Tippet gave notice on March 8, 2019 with her final day of work being March 30, 2019. Abbey Cowper and Eden Morris were hired to share the student page position and started training on May 6, 2019.
4. The library held a tour for the local Sparks group on March 20 with 14 people attending.
5. Kozar Construction started work on the bulkheads in the Rotary Room March 27 and completed the work April 8th-9th.
6. Courtney Campbell had an interview with Ramrajh Sharvendiran from CBC on March 29, 2019 to promote the library's March events.
7. The City of Flin Flon brought the remaining archive materials back to the library on April 3, 2019.
8. Jim's Custom Doors and Windows repaired the front door panic bar on April 4, 2019.
9. The Library was in the April 10, 2019 edition of The Reminder on with an article about Saturday hours and ads for spring programming.
10. First Stop Computers did computer maintenance on April 11 and 12, 2019.
11. The 18th Annual Poetry Night was held on April 12, 2019 with 60 people attending and with many community members participating.
12. National Film Day event co-hosted with the Central Canada Film Group was held on April 17, 2019 with 18 people attending.
13. The Library was in the April 17, 2019 edition of The Reminder on with an article about Culture Days, National Film Day, and a photo from Poetry night.
14. The library was closed April 19, 2019 for Good Friday.
15. The Library was in the April 24, 2019 edition of The Reminder on with an article about the loan of the Annette Kirby Flin Flon painting.
16. The annual Easter Party for children was held on April 24, 2019 with 56 people attending.
17. Courtney Campbell attended the Saskatchewan Libraries Conference in Saskatoon on May 2-3, 2019.
18. Courtney Campbell had an interview with Joe McCormick from CFAR to promote the library's Saturday hours on May 6, 2019.
19. Courtney Campbell attended a meeting for the Main Street Revitalization Committee on May 14, 2019. The library will be participating in the Main Street ARTery project on June 13, 2019.
20. Courtney Campbell away March 21st-27th(banked). Dusty Suchaplas sick May 1st-3rd, away April 26th-30th (banked). Haven VanKoughnett away March 29, April 29, May 10 (banked). Donna Webber away from April 26-May 9 and will provide her own replacement.

MOTION: To adjourn



B Burke/B Hanson



CARRIED: meeting adjourned at 5:30

Signed: _____

Date: _____

AMENDMENT: To approve the 2018 audit as per email vote June 27, 2019

MOTION: To approve the 2018 audit > C McLeese/ K Drapak > CARRIED

AMENDMENT: To approve Tammy Ballantyne and Tim Spencer as board members as per email vote July 31, 2019

MOTION: Approve new board members > N Fontaine/ K Drapak > CARRIED