

FLIN FLON PUBLIC LIBRARY BOARD MEETING
March 27, 1991

Present: Chairman - Bunny Burke
Members - Patricia Balfour
- Clyde MacTavish
- Heather Strom
Library Administrator - Gretta Redahl

Minutes:

BUDGET: The final preparation of the budget to have immediate action and the budget be presented to the City as soon as possible.

Budget Restraints: Mrs. Balfour would like to see 10% cut back on all the expenditures within the Board's control, except salaries. However, Mr. MacTavish put forward the suggestion that all such expenditures be frozen at the 1991 level of spending.

Salaries: Mrs. Burke suggested the staff receive parity with the City Hall clerical staff. This was discussed. It was noted that City Hall clerical workers are unionized.

An analysis of job descriptions, salaries and benefits will be requested from the City by Mrs. Burke.

Motion: Moved by Heather Strom
Seconded by Clyde MacTavish
That the Board agrees to increase the salaries by 8% for the year of 1991, retroactive to January 1991. Carried

Insurance: The question of insurance was raised. No billing for insurance has been received during 1990. Allowance should be made to cover late billing from the City.

Motion: Moved by Clyde MacTavish
Seconded by Heather Strom
That we adopt the budget as presented with the following exceptions:
- that the salary budget be reduced by \$3,000.00
- Student positions reduced from 3 to 2.
- All accounts which are under the Administration control be frozen at the 1990 level.
The \$3,000.00 to be taken from the surplus funds to balance the budget. Carried

Office Automation:

Fax Machine: The Board would like to see a Fax TF231 installed for the use of staff and the public. A fee would be charged.

Motion: Moved by Heather Strom
Seconded by Patricia Balfour
That a Toshiba Fax TF231 be bought from United Offices. Carried

A survey will be done to look at office automation in other libraries.

Computerization: Mrs. Gretta Redahl to do market research on the appropriate hardware and software to set up a computer system. System must be compatible with card file for library members to be priority initiative.

Motion: Moved by Heather Strom
Seconded by Clyde MacTavish
That an amount of \$10,000.00 be set aside for
a computer system complete with necessary software.
Carried

**Sound Print
library:**


Motion: Moved by Lois Burke
Seconded by Heather Strom
That the Sound Print library not be considered
part of the regular public library program in
the year 1991.
Carried

Recognition to


Town of Creighton: Mrs. H. Strom proposed that a letter of thanks
and appreciation for monies donated by the Recreation
Commission Cash Calender fund raiser be sent. Monies
to be used for Office Automation.

Motion: Moved by Patricia Balfour
Seconded by Heather Strom
That a plaque of acknowledgement be displayed to
recognize the contributions by the residents of
Creighton.
Carried

Meeting was adjourned at 9:03 p.m. on a motion
by Heather Strom.



Lois Burke, Chairman



Joyce C. Henderson, Secretary

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WEDNESDAY, MARCH 27, 1991

MOTION:

MOVED BY C. MACTAVISH
SECONDED BY HEATHER STROM
THAT THE EXISTING DOCUMENT ENTITLED PERSONNEL
BENEFITS BE ADOPTED AS POLICY AND BECOME PART
OF THE MINUTES OF THIS MEETING.

CARRIED



LOIS BURKE, CHAIRPERSON