

Town of St. Paul Municipal Library Board
Minutes – January 23, 2020

Present: Madeline Bombay, Norm Noel, Sharon Jackson, Meredith Kerr, Dwight Wiebe, Eunhye Cho, Tracy White, Paula Jobson

Regrets: Tyson deMoissac, Maxine Fodness

1. Welcome/Call to Order – Madeline Bombay called the meeting to order at 6:35 p.m.
2. Adoption of the Agenda – moved by Dwight Wiebe
3. Approval of the Minutes – moved by Sharon Jackson
 - 3.1. October 17, 2019
 - 3.2. November 21, 2019
4. Conflict of Interest Declaration – No conflicts declared
5. Old Business
 - 5.1. GIC in ATB Bank

GIC moved to Servus Credit Union under the rate builder option discussed by the board via e-mail in December.

GIC to be reviewed in January 2021 to determine if the rate builder is still the best option.
6. Reports – moved to be accepted as presented by Meredith Kerr.
 - 6.1. Board Chair

Staff received complaints from the public regarding the number of days the library was closed over the Christmas holidays. Board had directed to be open for the same days and hours as the Town of St. Paul office.
 - 6.2. Town Council Representative

Still working on budget. Hopefully finished for next library board meeting.
 - 6.3. County Council Representative
 - 6.4. Friends of the Library

Have not yet met.
 - 6.5. Library Manager

Included with the agenda. Family Literacy Day coming up on January 31, 2020, judges still needed. Plant sale to come, date to be determined. Escape room is almost ready, will be set up at UFO Landing Pad, in the meeting room, or in the multi-purpose room.
 - 6.6. Programmer

Included with the agenda.
 - 6.7. Service Plan Progress

Included with the agenda.
 - 6.8. Alberta Library Trustees Association

No correspondence to report.
 - 6.9. Northern Lights Library System

Next meeting February 29, 2020.
7. Correspondence
8. Finances

Meredith Kerr

M Bombay

8.1. Budget Tracker - SAGE

Grants applied for including a CFEP grant for the washroom renovation. Friends of the Library still need to meet to discuss what additional expenses can be taken on by the Friends. Overall financial outlook for 2019 budget year was a -\$3,667.47 deficit. This was in part caused by paying the 2018 board honoraria in January 2019 and the 2019 board honoraria in December 2019. Going forward, the honoraria for a given year will be paid in December.

9. New Business

9.1. Meeting Frequency Adjustment

Discussion of whether it is necessary for the board to meet every month, and how reducing the number of meetings would also reduce the amount of money spent on board honoraria. Norm Noel suggested a quarterly meeting schedule might work better for having full attendance by board members. Meredith Kerr expressed concern quarterly did not allow the board to be as involved in the library as it ought to be, and noted the absences of board members frequently occur with less than 24 hours' notice, an issue unlikely to be resolved by a quarterly meeting schedule.

Meredith Kerr moved to reduce the number of meetings from 10 per year to 6 per year, with the board meeting on an approximately bi-monthly basis.

Going forward, the board plans to meet in February, April, June, September, November, and December. This will result in 7 meetings in 2020 and 6 meetings in future years.

9.2. By-law review and new board member consideration

Current by-law and notes of previous discussions regarding the by-law included in the agenda package. By-law was previously amended to reduce the number of members from 10 to 7, but this was not followed up on and the by-law currently on record with the Town of St. Paul states 10 members.

Proposed changes to text

The board shall consist of a minimum of 7 and a maximum of 10 members. The said members as far as practical, to consist of

- 2 members of Town Council as appointed by the Council of the Town of St. Paul
- 1 member of County of St. Paul Council as approved by the Council of the Town of St. Paul
- 1 member from the Friends of the Library as appointed by the Council of the Town of St. Paul
- A minimum of 3 members at large from the Town and County of St. Paul, appointed for a three year term, by the Council of the Town of St. Paul

The regular meeting of the Board shall be held bi-monthly, except for July and August.

A quorum of the Board shall be a 50 per cent plus 1 majority of the members of the board, rounded up to the nearest whole number.

Norm Noel moved to table the discussion of the by-law to the February meeting.

9.3. Annual Report

Included with the agenda. Updates necessary to contact information for Meredith Kerr and Dwight Wiebe. Norm Noel to ask Town of St. Paul Council to reappoint Meredith Kerr and Sharon Jackson as members at large at the next council meeting.

10. Next Meeting: Wednesday, February 26, 2020 @ 6:30 p.m.

11. Adjournment – Madeline Bombay adjourned the meeting at 8 p.m.

Town of St. Paul Municipal Library Board Meeting
Minutes – February 26, 2020

Present: Norm Noel, Tyson deMoissac, Maxine Fodness, Dwight Wiebe, Meredith Kerr, Eunhye Cho, Paula Jobson

Regrets: Madeline Bombay, Sharon Jackson

1. Welcome/Call to Order – Norm Noel called the meeting to order at 6:33 p.m.
2. Adoption of Agenda – moved by Maxine Fodness
3. Approval of Minutes
 - 3.1. January 23, 2020 – moved by Dwight Wiebe
4. Conflict of Interest Declaration – no conflicts declared
5. Old Business
 - 5.1. New board member
Town reapproved Meredith Kerr, Sharon Jackson, and Dwight Wiebe as members of the board. No new applications received.
 - 5.2. Bylaw review
Continued discussion from January 23, 2020 meeting. Remove minimum, change wording to up to, change number of meetings to match what was approved at January meeting.
Maxine Fodness moved that the Town of St. Paul Municipal Library Board submit the recommended bylaw changes to Town of St. Paul Council. Motion carried.
 1. The board shall consist of up to seven (7) members. The said members as far as practical to consist of:
 - Two (2) members of Town Council ...
 - One (1) member of County Council ...
 - One (1) member of Friends of the Library ...
 - Three (3) members from the Town and/or County ...
 2. The regular meeting of the board shall be held on a bi-monthly basis, except for July and August.
 4. A quorum of said Board shall be a 50 per cent plus one majority of the members of the board, rounded up to the nearest whole number.
6. Reports – moved by Meredith Kerr
 - 6.1. Board Chair – Absent
 - 6.2. Town Council Representative
Still no budget from town. Town is waiting on province.
 - 6.3. County Council Representative
County library board funding will stay the same. Elk Point received a \$2,000 increase. Three members of the county will be going to the library conference in Jasper. Provincial government is taking away our courier. Northern Lights Library System will need at least two vans to keep up with demand. County council voted against the 1.5% increase to the Northern Lights Library System levy, but enough other councils voted for it that it has gone up and we must pay the increase.

Meredith
Kerr

MBombay

6.4. Friends of the Library

Had a meeting. Friends will be able to take on most printer costs and are looking in to being able to pay some of the wages for our programmer so we can re-direct that money to the bathroom renovation. If there are no grants received for the Summer Reading Program, Friends are the back up plan.

6.5. Library Manager

Included with the agenda.

Cradle to Crayon Coalition has run out of funding, but all partners plan to keep the partnership going. The plan is for each partner to take on one of the events the coalition had been responsible for. Read and Roll program will be continuing at the Library.

3D printer needs repairs. Currently waiting on parts.

Eunhye is reviewing Young Canada Works grants, goal is to become extremely familiar with that program to strengthen future applications, as well as hopefully score some brownie points to our applications.

STEP program has been axed. Canada Summer Jobs grant applied for, don't expect to hear back until April.

6.6. Programmer

Included with the agenda. Plant sale being planned for May long weekend.

6.7. Service Plan Progress

6.8. Alberta Library Trustees Association

6.9. Northern Lights Library System

Meeting scheduled for February 29, 2020. Nothing available to libraries outside of the TRAC system right now, managers are very unhappy. Public Library Service says there is no timeline to correct the issue. No interlibrary loans. When government courier is gone NLLS will need two vans to run the ILLS. Courier will be phased out starting in April. Deadline for a workaround is October. We are looking at Tuesday and Friday but Saturday is our slowest day and we are closed Sunday and Monday. The ideal would be for Tuesday and Thursday, a Monday could be made to work.

7. Finances – moved by Meredith Kerr

7.1. Budget Tracker – Sage

8. New Business

8.1. Printer Lease

Printer lease will expire soon. Eunhye presented the options given to us by the company we lease it from. Board did not like the options and directed Eunhye to research further and do some comparison shopping. Following the meeting, Eunhye contacted the company with further questions and received a much better rate which was presented to the board via e-mail and approved.

8.2. Year-end survey results

Included with agenda package.

8.3. Transfer of Servus Rewards amount to chequing

Maxine Fodness moved that the money currently in the Servus Rewards be moved to the Town of St. Paul Municipal Library Board's chequing account. Motion carried.

9. In Camera

10. Next meeting – Wednesday, April 15, 2020 @ 6:30 p.m.

11. Adjournment Time – Meredith Kerr moved to adjourn the meeting at 7:40 p.m.

Town of St. Paul Municipal Library Board Special Meeting
Minutes – March 14, 2020

Present: Madeline Bombay, Dwight Wiebe, Meredith Kerr, Maxine Fodness, Norm Noel (via phone), Eunhye Cho

Regrets: Sharon Jackson, Tyson deMoissac

1. Welcome/Call to Order – Madeline Bombay called the meeting to order at 1:06 p.m.
2. Adoption of the Agenda – moved by Meredith Kerr
3. Approval of Minutes
4. Conflict of Interest Declaration
5. Old Business
6. Reports
7. Finances
8. New Business

8.1. Response to COVID-19 pandemic

Madeline Bombay reported she had received a call from Town of St. Paul CAO Kim Heyman the morning of March 14 requesting that the library be closed for 30+ days. She noted other Town of St. Paul recreation facilities including the swimming pool and the arenas have also been closed in response to the COVID-19 “coronavirus” pandemic. It was suggested the library keep full time staff employed doing other things. The library currently has three full time and three part time staff.

Meredith Kerr questioned if the Town has the authority to close the library, and said she felt closing the library was at this point an overreaction. She noted that other libraries in the province, including in Edmonton and Calgary have remained opened but canceled programming and said that a more measured response including enhanced cleaning especially of high touch areas like computer keyboards would be more reasonable.

Maxine Fodness pointed out disinfectant wipes are sold out in a number of places and the virus can be transmitted via the air.

Madeline Bombay expressed concern that the library would see a large increase in traffic with all the other recreational facilities being closed, and wondered about the responsibility to protect staff.

Tyson deMoissac suggested via Norm Noel that staff be paid for 4 hours per day Monday to Friday and do whatever maintenance tasks could be done to keep busy.

According to Eunhye, they can do inventory of collection items currently on hand and deeper cleaning of the facility, as well as shipping books to other libraries although with the library closed we would be unable to have patrons check out any books received. She estimated there is enough work to keep the staff busy for approximately a week and a half.

Maxine Fodness asked who would be responsible for paying the staff in the event of a closure.

Norm Noel said there is expected to be a program from the province to continue paying full time staff and noted we don't want to be in a situation where we lose staff because of the situation.

Meredith
Kerr

M Bombay

Madeline Bombay agreed that we still want to see the staff paid.

Norm Noel suggested we continue to pay staff as per the existing schedule, keep everyone on payroll, and re-evaluate when we know more.

Dwight Wiebe suggested a period of two weeks before re-evaluating the situation as it would give the federal and provincial governments more time to get whatever relief programs will be in place up and running.

Norm Noel moved that the library be closed to all patrons for 30 days, and to re-evaluate as needed with updates by e-mail. Staff are to be encouraged to stay home if they feel at all sick. For: Madeline Bombay, Maxine Fodness, Norm Noel, and Dwight Wiebe. Against: Meredith Kerr. Motion carried.

Maxine Fodness moved that the scheduling and payment of staff remain status quo for the next two weeks and then re-evaluate. Motion carried.

Meredith Kerr moved to direct staff to communicate with patrons via the library website and social media, especially to share any information from Health Canada, Alberta Health Services, and government regarding the ongoing pandemic situation. Motion carried.

9. In Camera

10. Next Meeting – Wednesday, April 15, 2020 @ 6:30 p.m.

11. Adjournment – Meredith Kerr moved to adjourn the meeting at 1:45 p.m.

Town of St. Paul Municipal Library Board Meeting
Minutes – April 15, 2020

Due to the ongoing COVID-19 pandemic, this meeting was held online via the Zoom video conference call application.

Present: Madeline Bombay, Maxine Fodness, Meredith Kerr, Norm Noel, Dwight Wiebe, Eunhye Cho

Regrets: Sharon Jackson, Tyson deMoissac

1. Call to Order – Madeline Bombay called the meeting to order at 6:38 p.m.
2. Adoption of the Agenda – moved by Maxine Fodness
3. Approval of Minutes
 - 3.1. February 26, 2020 – moved by Dwight Wiebe
 - 3.2. March 14, 2020 – moved by Meredith Kerr
4. Conflict of Interest Declaration – no conflicts declared
5. Old Business
 - 5.1. By-law Review

According to Norm, nothing further has been done by the town. Maxine Fodness raised concern about the way the by-law is worded with regards to town and county members as it could result in all three members at large being residents of the Town or residents of the County. Norm thought it was fine since new members to the board are vetted by the board before being sent to the town for approval.

Meredith Kerr moved to revise the changes outlined in the February 26, 2020 minutes and submit the following to the Town of St. Paul for approval:

- 1. The board shall consist of up to seven (7) members. The said members as far as practical to consist of:**
 - Two (2) members of Town Council ...
 - One (1) member of County Council ...
 - One (1) member of Friends of the Library ...
 - One (1) member residing in the Town of St. Paul ...
 - One (1) member residing in the County of St. Paul ...
 - One (1) member residing in either the Town or County of St. Paul ...
- 2. The regular meeting of the board shall be held on a bi-monthly basis, except for July and August.**
- 4. A quorum of said Board shall be a 50 per cent plus one majority of the members of the board, rounded up to the nearest whole number.**

Motion carried.

- 5.2. Response to COVID-19 pandemic

Eunhye reported things have been quiet with the library closed. Staff have been laid off as directed by the board at the March 14, 2020 meeting. With the staff having been laid off, the

Meredith Kerr

M Bombay

library is ok financially for a while, but we won't be able to hire anyone back until funding is received. Government has extended the layoff period to 120 days. CERB needs to be reapplied for every four weeks by those receiving it. Board directed Eunhye to communicate with the staff about the CERB and to check in with everyone once a week going forward. Maxine said the county funds will be distributed at the end of April.

Meredith Kerr moved that the library remain closed until the province gives permission to re-open. Motion carried.

6. Reports – moved by Norm Noel.

6.1. Board Chair

Discussion of how future meetings will be held until pandemic resolves.

Meredith Kerr moved that the library purchase a Zoom membership. Motion carried.

6.2. Town Council Representative

Town is dealing with COVID-19. More budget discussions are beginning on April 20, 2020.

6.3. County Council Representative

Library funds from county to be distributed at end of April.

6.4. Friends of the Library

Nothing new since last meeting. Volunteer appreciation dinner to be postponed. Casino scheduled for the end of April has been postponed. Money may be slower in future, no new date for casino has been given yet.

6.5. Library Manager

Included with the agenda.

6.6. Programmer

Nothing to report, programmer is laid off because of COVID-19.

6.7. Service Plan Progress

No update.

6.8. Alberta Library Trustees Association

Dwight Wiebe expressed an interest in applying to be an ALTA representative and requested a motion from the board. **Meredith Kerr moved that Dwight Wiebe fill out the application for ALTA. Motion carried.**

6.9. Northern Lights Library System

No further information on what will be happening with the courier in light of COVID-19.

7. Correspondence

8. Finances – moved by Meredith Kerr

8.1. Budget Tracker – SAGE

Refund from canceled Jasper conference is coming as is GST return. Budget is over on CPP contributions but with staff laid off it will balance out and we anticipate a surplus.

9. New Business

9.1. Volunteer Appreciation Supper

To be postponed because of the COVID-19 pandemic.

9.2. Curbside pick-up

Eunhye noted that many businesses in town and other libraries in the province are doing a curbside pick up as a way of continuing to provide service. Board discussed a procedure for

curb side pick and for returns. Library will not accept returns until we are prepared to re-open. When we do re-open, books will be quarantined for three days. Northern Lights Library System has shut down the inter-library loans service, so no new books are coming in to the library, the only books available to patrons are those currently in our collection and checked in at our library. Procedure developed, place hold through library website, phone library to arrange pick up time, utilize the lobby entrance between the inner and outer doors to give books to patrons while maintaining distance.

10. In Camera

11. Next Meeting: Thursday May 21, 2020 @ 6:30 p.m.

12. Adjournment Time – Madeline Bombay adjourned the meeting at 7:20 p.m.

Town of St. Paul Municipal Library Board

Minutes - May 21, 2020

Present: Eunhye Cho, Madeline Bombay, Norm Noel, Maxine Fodness, Meredith Kerr, Dwight Wiebe, Sharon Jackson

Regrets: Tyson deMoissac

1. Call to Order – Madeline Bombay called the meeting to order at 6:39 p.m.
2. Adoption of Agenda – Maxine Fodness moved the agenda be adopted as presented.
3. Approval of Minutes
 - 3.1. April 15, 2020 – Dwight Wiebe moved the minutes be accepted as amended.
The budget was over on employee benefits not CPP contributions.
4. Old Business
 - 4.1. Bylaw review
What was passed by the town was not what was discussed by the board.
5. Reports – Moved by Sharon Jackson
 - 5.1. Board Chair
 - 5.2. Town Representative
Continuing to meet via Zoom. Roof of recreation centre and library to be redone this summer. Hope to open soon. Playgrounds remain closed. Campground is opening.
 - 5.3. County Representative
Possibly re-opening. Tax notices are out. Inquiries about policing. 0.908 mill rate increase.
 - 5.4. Friends of the Library
No news. No news expected until after things reopen.
 - 5.5. Library Manager
Curbside pick-up going well. New website coming in June or July. Discussion of personal protective equipment for staff including plexiglass, decision made to not put plexiglass barrier at front desk as staff interact with patrons beyond the desk.
 - 5.6. Programmer
Noone attended the programming held via Zoom.
 - 5.7. Plan of Service
 - 5.8. Alberta Library Trustees Association
 - 5.9. Northern Lights Library System
Held meeting Saturday via Zoom, Norm and Maxine attended.
6. Correspondence
7. Finances – Maxine Fodness moved to accept the financial report as presented.
 - 7.1. Half of operating grant from Public Library Services received. \$215 earned in plant sale. Budget for library supplies to be increased to include personal protective equipment for staff and patrons as needed. No information yet on the CFEP grant. YCW we are on the wait list. Canada Summer Jobs, no info available yet but likely not running Summer Reading Program this year. TD Canada Trust is putting together something to do online. Monique will work this summer, to

Meredith
Kerr

M Bombay

be paid with the surplus from the Summer Reading Program. Date of relaunch still to be determined.

8. New Business

8.1. Reopening procedure considerations

Bathroom to become ask for access instead of free access. Sign to be posted on door inviting patrons to ask staff for access so staff will know to clean after it has been used. Social distancing, masks, plan is to follow requirements from province. Post a sign asking people to not use the library if they are sick. Hand sanitizer station at door. No plastic sheet over bookshelves as it would create more problems than it solves. Quarantine area for books will be by the fireplace. Materials to be quarantined for three days before being reshelfed. No interlibrary loans happening at this time. Goodfish Lake Business Corporation is making masks, possible source for PPE for staff.

8.2. Employee benefits

Benefits set to expire in June. **Maxine Fodness moved we contact AUMA and extend employee benefits. Motion carried.**

9. In Camera

10. Next Meeting – June 17, 2020 @ 6:30 p.m.

11. Adjournment – Norm Noel moved to adjourn the meeting at 7:34 p.m.

Town of St. Paul Municipal Library Board Special Meeting
Minutes – June 10, 2020

Present: Madeline Bombay, Dwight Wiebe, Meredith Kerr, Maxine Fodness, Sharon Jackson, Tyson deMoissac Eunhye Cho

Regrets: Meredith Kerr

1. Welcome/Call to Order – Madeline Bombay called the meeting to order at 5:13 p.m.
2. Adoption of the Agenda – moved by Dwight. Carried.
3. Approval of Minutes – minutes to be adopted at next meeting. Carried.
4. Conflict of Interest Declaration
5. Old Business

5.1 Pandemic response policy draft

Maxine moved to accept the draft copy of pandemic response policy. Motion carried

6. Reports
7. Finances
8. New Business

8.1. Response to COVID-19 pandemic

Eunhye asked whether library should move into summer hour early if library reopens in June. Board agreed.

Eunhye asked whether library should have dedicated hours for vulnerable population. Maxine suggested that it would not be necessary because there are other precautions and curbside pick up options in place.

Norm suggested installation of plexiglass shield at front desk. Maxine responded that may not be necessary since staff will be wearing face mask and shield. Tyson questioned whether staff should wear PPE all the time. Eunhye responded that it should be worn for interaction with patrons and when distancing cannot be kept such as when both staff are in office at the same time. Norm suggested moving desks apart for the distancing. Tyson responded that it may not be necessary as cohort group that interact with one another on regular basis does not need to adhere to 2m rule unless one member is sick. Board agreed that guidelines should be placed everywhere including social media for reopening.

Norm suggested moving Nelia's hours so she works after library is closed to minimize interactions.

Madeline asked when library would be ready to reopen. Eunhye responded that she needs at least a week to be in compliance with Alberta Employment Standard. Eunhye brought up two dates suggested by staff which were July 2nd and June 26th. July 2nd was suggested for CERB. Norm informed that CERB requires the payee to be pay back the money if they start work in the month that they received a cheque. Board agreed to move with date that will make it easier on staff.

Tyson made a motion to recall staff to start working on July 2nd and have library reopen to public on July 6th with discussed plans in place. Motion carried.

9. In Camera

Sharon Jackson

MBombay

10. Next Meeting – Tuesday, July 7, 2020 @ 6:30 p.m.

11. Adjournment – Madeline moved to adjourn the meeting at 5:39 p.m.

St. Paul Municipal Library Board

Minutes – July 7, 2020

Present: Madeline Bombay, Norm Noel, Maxine Fodness, Meredith Kerr, Sharon Jackson, Eunhye Cho

Regrets: Tyson de Moissac

1. Welcome/Call to Order – Madeline Bombay called the meeting to order at 6:40 p.m.
2. Adoption of Agenda
3. Approval of Minutes
 - 3.1. May 21, 2020 – Maxine Fodness moved to approve as amended.
 - 3.2. June 10, 2020 – Sharon Jackson moved to approve.
4. Conflict of Interest Declaration – No conflicts declared.
5. Old Business
 - 5.1. Library Reopening
Library has been quieter than usual now that it has reopened. 45 total patrons, in previous years 75-80 was normal. Less than a handful of people using the computers. Most just dropping off and picking up books.
6. Reports – Meredith Kerr moved to accept as presented.
 - 6.1. Board Chair
 - 6.2. Town Representative
Skatepark is coming along. New playground by CAP, roof of recreation centre and library to be redone, pool open.
 - 6.3. County Council Representative
28% of taxes collected to the end of June, people have until September. Public works busy working every weekend but there's too much rain.
 - 6.4. Friends of the Library
Haven't met yet. Bingo scheduled for August 1.
 - 6.5. Library Manager
Included with agenda package.
Meredith Kerr asked for more information about the online payment system option for website. How much is the processing fee per transaction, and how much of a hit would we be taking if we brought it in?
 - 6.6. Programmer
 - 6.7. Service Plan Progress
 - 6.8. Alberta Library Trustees Association
 - 6.9. Northern Lights Library System
Masks being redistributed, plans to hand out masks at libraries. Last meeting was on zoom, Maxine reported NLLS saves \$4500 per meeting by having them online instead of in person. 2021 budget will have no increase to levy. Board members still get their honorarium, but no mileage costs and no food. Noted that for the number of people at that meeting, zoom was more efficient than in person because it was more orderly and respectful.

Meredith
Kerr

7. Correspondence
8. Finances – Moved by Dwight Wiebe.
 - 8.1. Budget Tracker
Included with agenda package.
9. New Business
 - 9.1. Inter Library Loan Expense
ILL expense expected to increase. Dwayne needs to increase his liability insurance for his vehicle to use it for library purposes. Library will pay difference.
 - 9.2. Bathrooms
Nela comes to clean 3 times a week for 2 hours. Staff will clean bathrooms after patrons use.
10. In Camera
11. Next Meeting – September 9, 2020 @ 6:30 p.m.
12. Adjournment – Madeline Bombay adjourned the meeting at 7:20 p.m.

St. Paul Municipal Library Board

Minutes – September 9, 2020

Present: Madeline Bombay, Maxine Fodness, Meredith Kerr, Norm Noel, Tyson de Moissac, Eunhye Cho

Late: Dwight Wiebe

Regrets: Sharon Jackson

1. Welcome/Call to Order – Madeline Bombay called the meeting to order at 6:38.
2. Adoption of Agenda – Maxine Fodness moved to adopt the agenda as amended.
3. Approval of Minutes
4. Conflict of Interest Declaration
5. Old Business
 - 5.1. Inter Library Loan Expense
Amount of increase will be \$84 annually or \$7 per month.
 - 5.2. Washroom Renovation Update
Cheque has been handed over to PMZ Construction. Materials are ordered, renovation is expected to start mid-October. The hands free tap for the washroom has a 4-12 week wait, if it is not arrived in time we will have different tap installed and contractor will come back to switch it out when the hands free tap arrives.
 - 5.3. Roof
Roof is being redone, library is chilly because gas had to be shut off for the work.
6. Reports – Moved by Meredith Kerr
 - 6.1. Board Chair
 - 6.2. Town Representative
 - 6.3. County Council Representative
 - 6.4. Friends of the Library
Still debating whether to continue with bingos. A lot of concern from volunteers because of their age and COVID. August bingo only 3 people came. Used to be a core of 5 volunteers who could be relied upon, but they are not working right now because of COVID. 10 needed for the bingo. People on the floor need masks. Maxine will call the whole list and try to get volunteers, expressed concern that a lot of the people on it are unknown and she doesn't know if they can be relied on to come when they say they will.
 - 6.5. Library Manager
Included with agenda package. Some of the spike in website traffic is because NLLS used our website as an example. Curbside pick up still being offered but since library reopened everyone has come inside to get their materials. Quarantine of returned materials has been increased to 7 days in light of more recent data on how long the virus stays on a surface.
 - 6.6. Programmer
Included with agenda package. Cradle to Crayon Coalition looking at restarting Read and Roll in some form. Summer Reading Program was all new kids who signed up.

Meredith
Kerr

M. Bombay

- 6.7. Service Plan Progress
 - Included with agenda package.
- 6.8. Alberta Library Trustees Association
- 6.9. Northern Lights Library System
 - Julie Walker, formerly the executive director of NLLS is no longer with them. Terri Hampton is the interim executive director. No increase to levy in 2021. Van deliveries have resumed.
- 7. Correspondence
 - 7.1. Board Basics
 - Public Library Services Board is not scheduling the board basics workshop until further notice. They will do some via zoom with individual boards, but not the large in person workshop open to multiple groups.
- 8. Finances – Moved by Norm Noel
 - 8.1. Budget Tracker
 - Included with agenda package.
 - Anticipate we will be at roughly 40% of budget by the end of the year. 10% wage subsidy has been applied for.
- 9. New Business
 - 9.1. 2021 Budget
 - Included with agenda package. Draft of 2021 budget ready, but it is based on hopes that things will get back to something resembling normal and that money from the Town and County does not change.
 - 9.2. Pandemic Policy – Moved by Dwight Wiebe
 - Ammend to permit programming in person, with a limit of 8 people and no in person offerings for children at this time.
- 10. In Camera
- 11. Next Meeting – November 19, 2020 @ 6:30 p.m.
- 12. Adjournment Time – Madeline Bombay adjourned the meeting at 7:45 p.m.

St. Paul Municipal Library Board

Minutes – November 19, 2020

Present: Norm Noel, Maxine Fodness, Meredith Kerr, Sharon Jackson, Dwight Wiebe, Madeline Bombay, Tyson deMoissac, Eunhye Cho

Regrets:

1. Welcome/Call to Order
2. Adoption of the Agenda
3. Approval of Minutes
 - 3.1. July 7, 2020
 - 3.2. September 9, 2020
4. Conflict of Interest Declaration – No conflicts declared
5. Old Business
 - 5.1. Washroom Renovation Update
 - 5.2. Pandemic Policy Ammendment
Family cohorts and daycare cohorts to be permitted to come
6. Reports
 - 6.1. Board Chair
 - 6.2. Town Representative
Businesses asking to make a mask bylaw a town issue since province still has not made mandatory.
 - 6.3. County Council Representative
Major budget cuts expected due to depreciation in oil and gas revenues and increases to policing costs. \$1.5 million reduction coming. Policing to increase from \$166,000 to \$250,000 in 2021.
 - 6.4. Friends of the Library
Wondering about the next casino being in early or late 2021. Wait and see.
 - 6.5. Library Manager
Included with agenda
 - 6.6. Programmer
Included with agenda
 - 6.7. Service Plan Progress
2020 Year end survey planned
 - 6.8. Alberta Library Trustees Association
Membership renewal due. Fee expected to double in 2021 from \$150 to \$300 per year. Increase is to cover operating expenses, which a large portion of was previously covered by a grant. Some other libraries saw their fees increase by four times. Tabled. Motion to take place by e-mail when more information available.
 - 6.9. Northern Lights Library System
Meeting to take place Nov. 20, more info expected after meeting.
7. Correspondence
8. Finances

Meredith Kerr

Madeline Bombay

8.1. Budget Tracker – SAGE
Included in agenda package.

9. New Business

9.1. ALTA Membership Renewal

Per e-mail from ALTA, the grant was \$70,000 from Public Library Service Board, their only source of revenue now is membership fees which were previously 25 per cent of their operating budget. ALTA is undergoing an organizational review in 2021 to ensure sustainability in long term.

Motion via e-mail by Madeline Bombay to renew ALTA membership. Motion carried.

9.2. Christmas Closure Dates

Staff would like to stay open as much as possible due to COVID-19. Plan to close December 25 – 27 and January 1 – 4.

Motion to approve Christmas Hours as presented. Motion carried.

9.3. Organizational Meeting

Motion by Maxine Fodness to appoint Madeline Bombay as Chair, Norm Noel as Vice Chair, Sharon Jackson as Treasurer, and Meredith Kerr as Secretary. Motion Carried.

9.4. Christmas Bonus for Staff

Motion to give all full time staff \$100, part time staff \$50 for Christmas bonus. Motion carried.

10. In Camera

10.1. Personnel – Salary – Tabled to January meeting

11. Next Meeting January 21 @ 6:30 p.m.

12. Adjournment

St. Paul Municipal Library Board

Minutes – December 10, 2020

Present: Norm Noel, Maxine Fodness, Dwight Wiebe, Meredith Kerr, Madeline Bombay, Eunhye Cho

Regrets: Sharon Jackson, Tyson deMoissac

1. Call to Order – Madeline Bombay called the meeting to order at 6:48 p.m.
2. Adoption of the Agenda – moved by Dwight Wiebe
3. Conflict of Interest Declaration – No conflicts declared
4. Old Business
5. Reports
 - 5.1. Board Chair
 - 5.2. Town Representative
 - 5.3. County Council Representative
 - 5.4. Friends of the Library
 - 5.5. Library Manager
 - 5.6. Programmer
 - 5.7. Service Plan Progress
 - 5.8. Alberta Library Trustees Association
 - 5.9. Northern Lights Library System
6. Correspondence
7. Finances
8. New Business
 - 8.1. Curbside service during closure
Curbside services will be offered. **Motion by Meredith Kerr to make curbside library services available from 10 a.m. to 6 p.m. Tuesday through Saturday. Motion carried.**
 - 8.2. Staffing
Discussion of how to staff. Left to Eunhye's discretion to staff for hours approved by board.
 - 8.3. Other Services
Discussion of printing and photocopying services and how to continue to offer. Concluded printing can still be offered via e-mail and website. Photocopying, scanning, laminating, can not.
9. In Camera
10. Next Meeting – January 21, 2021 @ 6:30 p.m.
11. Adjournment

Meredith Kerr