

St. Paul Municipal Library Board

Minutes – January 21, 2021

Present: Norm Noel, Maxine Fodness, Sharon Jackson , Madeline Bombay, Tyson deMoissac, Eunhye Cho

Regrets: Meredith Kerr, Dwight Wiebe

0. Welcome/Call to Order at 6:36pm
1. Adoption of the Agenda – Moved by Maxine
2. Approval of Minutes -
 - 2.1. November 19, 2020 – Moved by Sharon
 - 2.2. December 10, 2020 – Moved by Tyson
3. Conflict of Interest Declaration – No conflicts declared
4. Old Business
 - 4.1. ALTA membership has been renewed
5. Reports – Norm moved to approve the reports
 - 5.1. Board Chair

CFEP grant wrap up has been reviewed. They do not need any more documents from us.
 - 5.2. Town Representative

There won't be Shiverfest this year. Possible closing of curling link and arena is being discussed. Subcommittee for outdoor activities is formed.
 - 5.3. County Council Representative

Major budget cut to County Library Board partially due to surplus that was left over from 2020 due to lack of conferences. The contribution to St. Paul Municipal Library will not be affected
 - 5.4. Friends of the Library

No dates for casino has been set yet. The upcoming bingo is in limbo due to provincial orders.
 - 5.5. Library Manager

Included with agenda
 - 5.6. Programmer

Included with agenda
 - 5.7. Service Plan Progress
 - 5.8. Alberta Library Trustees Association
 - 5.9. Northern Lights Library System

Meeting to take place on February 26.
6. Correspondence
7. Finances
 - 7.1. Budget Tracker – SAGE

Included in agenda package.
8. New Business
 - 8.1. Annual Report

Included with agenda. Maxine Approved for submission with changes to personal information and Madeleine seconded.
 - 8.2. Year End Survey and Plan of Service Timeline

Included with the agenda. Staff conflict has been noted by patrons who responded to the survey. Maxine suggested setting a goal and keeping tally of number of times staff has been nice to each other during the day to improve upon relationship. Suggestions to do year end survey before evaluation has been made. Norm will contact Kim to get Eunhye to talk to town HR regarding the conflict and possible solution.

8.3. Additions and Revisions to Library's Policy

Included with agenda. Norm made a motion to make additions to the policy as presented and remove involvement of Personnel Committee in hiring of staff. Library manager is to be hired by library board and hiring of staff is by manager.

8.4. Travel & Mileage reimbursement rate for 2021

Travel and mileage reimbursement rate for Alberta has stayed same in the last 5 years or so. Madeline suggested Eunhye to look up the Alberta rate and use it as reference rather than federal rate. There will not be a change to travel reimbursement rate.

8.5. Food for Fines in February

Library will not be running Food for Fines drive this year due to COVID.

9. In Camera

9.1. Personnel – Salary – no changes

10. Next Meeting @ 6:30 p.m.

11. Adjournment at 7:46pm

Intambay
Sharon Jackson

St. Paul Municipal Library Board

Minutes – February 25, 2021

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

Regrets: Tyson deMoissac

1. Welcome/Call to Order – Madeline Bombay called the meeting to order at 6:35 p.m.
2. Adoption of the Agenda – moved by Maxine Fodness
3. Approval of Minutes – moved by Norm Noel
 - 3.1. January 21, 2021
4. Conflict of Interest Declaration – none declared
5. Old Business
 - 5.1. Plan of Service Timeline
Library will begin planning for development of next plan of service. Maxine Fodness expressed a preference for a four year plan because of how time consuming the process is.
COVID/pandemic plans will be incorporated in to the next document.
 - 5.2. Record of e-mail motion Re: Manager Salary
The library manager, Eunhye Cho, be given a 3 per cent salary increase, retroactive to Jan. 1, 2021 in recognition of her excellent work. Moved by Norm Noel, carried.
6. Reports
 - 6.1. Board Chair
Provincial budget was announced today. Operating grants for libraries will remain stable in 2021 with same monies allotted to us as in 2020.
 - 6.2. Town Representative
CAO is retiring at the end of the summer, so the Town is looking for someone to fill the role.
 - 6.3. County Council Representative
 - 6.4. Friends of the Library
No bingos or casinos coming up.
 - 6.5. Library Manager
Included with the agenda
 - 6.6. Programmer
Included with the agenda
 - 6.7. Service Plan Progress
 - 6.8. Alberta Library Trustees Association
Dwight is not on the board yet.
 - 6.9. Northern Lights Library System
Meeting tomorrow from 10 a.m. to 2 p.m., Norm to attend via zoom.
7. Correspondence
8. Finances
 - 8.1. Budget Tracker – Sage
Included with the agenda
9. New Business

9.1. Work from home policy

Discussion of if the library needs to develop a specific work from home policy as Eunhye is working from home most of the time right now. Eunhye is checking in with Madeline periodically throughout the day, both seem ok with that system. Meredith raised concern that if a policy is developed, it would either need to still be applicable post-COVID or we would need to plan to rescind it post-COVID. Norm suggested a specific policy is not necessary at this time.

9.2. Exam Invigilation Services

Library stopped proctoring exams because of direction from Public Library Services Board at beginning of COVID. PLSB has updated their direction, current provincial regulations allow libraries to offer the service. Library will resume exam invigilation for the public, by appointment as previous.

9.3. Advocate for early opening

Other libraries in the province have reached out looking for support in advocating to be included in Stage 2 of the Province's path forward.

Motion to write letters from St. Paul Library and St. Paul Municipal Library Board, advocating for libraries to be included in Stage 2 of the Province's re-opening plans. Moved by Meredith Kerr, carried.

9.4. Electronic Funds Transfer

Under the current ETF set up, Eunhye is responsible for submitting and approving the pay for all employees of the library including herself. Need a check/balance in place. Because of the way ETF works, it is not practical for one of the board's signing authorities to be able to log in to the online banking at the specific date and time necessary each pay period to approve Eunhye's pay. Maxine suggested Eunhye continue to do the ETF herself, but to forward a copy of the ETF record to a signing authority each pay period. Signing authority will verify ETF, monthly bank statement, and timesheet each month to maintain board oversight.

9.5. HR Procedure

Letter must be written and signed by all involved to maintain a record of the incident, what action was taken, and what is expected in the future. Letter is to be kept in employee file.

10. In Camera

11. Next Meeting – April 21, 2021 @ 6:30 p.m.

12. Adjournment Time – Madeline Bombay adjourned the meeting at 7:38 p.m.

St Bombay
Meredith Kerr.

St. Paul Municipal Library Board

Minutes – April 21, 2021

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

Regrets: Meredith Kerr

1. Welcome/Call to Order – Madeline Bombay called the meeting to order at 6:36 p.m.
2. Adoption of the Agenda – moved by Maxine Fodness
3. Approval of Minutes – moved by Dwight Wiebe
 - 3.1. February 25, 2021
4. Conflict of Interest Declaration – none declared
5. Old Business
 - 5.1. HR Procedure
Letter and plan for improvement has been signed by the members previous mentioned.
6. Reports
 - 6.1. Board Chair
 - 6.2. Town Representative
 - 6.3. County Council Representative
County budget has been finalized. Small increase in taxes due to police funding and MD Foundation requisition. Assessments had dropped a bit. Budget constraint to the County Library Board caused reduction of \$1000 in service agreement from St. Paul and Elk Point libraries.
 - 6.4. Friends of the Library
 - 6.5. Library Manager
Included with the agenda
 - 6.6. Programmer
Included with the agenda
 - 6.7. Service Plan Progress
 - 6.8. Alberta Library Trustees Association
 - 6.9. Northern Lights Library System
Restructuring in NLLS. Information included with the agenda
7. Correspondence
8. Finances
 - 8.1. Budget Tracker – Sage
Included with the agenda

Tyson deMoissac left meeting at 7:01pm to attend another. New business was discussed without him present.

9. New Business
 - 9.1. Amendment of wording to Family Sick Leave policy for clarification
Policy is deemed clear enough. No changes will be made to the policy.
 - 9.2. Update on email motion regarding third library closure
Email motion to go back to stage one hour and procedure was made on April 6. Moved by Madeline Bombay.

9.3. Summer Student and Scheduling

Discussion of logistics of having maximum of 2 staff in building. For effective delivery, training, and supervision, it is best to schedule summer student to start working in the library along with programmer for minimum of first two weeks of employment. This makes minimum of 4 staff in the library. The FAQ PLSB released back in December 13 states 'Curbside pickup should be delivered using minimal staff on site (i.e., 1- 2 employees, more in large libraries and systems if necessary)'. Minimal staff of 1-2 was recommendation and not an enforced rule.

Motion to allow more than 2 staff on site. Motion was moved by Madeline Bombay. Carried.

10. In Camera

11. Next Meeting –June 15, 2021 @ 6:30 p.m.

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

M Bombay
Sharon Jackson

St. Paul Municipal Library Board

Minutes – June 18, 2021

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

Regrets: Tyson deMoissac

1. Welcome/Call to Order – Madeline Bombay called the meeting to order at 6:42 p.m.
 2. Adoption of the Agenda
Maxine suggested addition of 'Library Entrance Wall Cleaning' to new items
Agenda with suggested addition was moved by Sharon Jackson
 3. Approval of Minutes – moved by Maxine Fodness
3.1. April 21, 2021
 4. Conflict of Interest Declaration – none declared
 5. Old Business
 6. Reports
 - 6.1. Board Chair
Library has reopened as of June 15th. First day was busy but rather slow today. Hopeful things will slowly pick up.
 - 6.2. Town Representative
Not much to update. Just waiting for details on stage 3.
 - 6.3. County Council Representative
 - 6.4. Friends of the Library
FOL declined casino dates in July due to difficulty in finding members to work. They are looking into last quarter for casino date. Some of the board members have volunteered to help. The preference is weekend between October - December
 - 6.5. Library Manager
Included with the agenda
 - 6.6. Programmer
Included with the agenda
 - 6.7. Service Plan Progress
Included with the agenda. New updates are in highlighted area.
 - 6.8. Alberta Library Trustees Association
 - 6.9. Northern Lights Library System
Vicky is board chair again. James is submitting weekly report of his work and progress. A copy is given to library managers in NLLS. Eunhye will be forwarding reports to the board.
- All reports were moved by Madeleine Bombay.
7. Correspondence
 8. Finances
 - 8.1. Budget Tracker – Sage
Included with the agenda
There are some unexpected expenses and sales revenue is down as feared. It should still balance out at the end due to unused expense

Madeleine Bombay moved all reports.

9. New Business

9.1. Plan of Service 2022 - 2025

Heather Nickel from Community Development Unit has been contacted to help facilitate the community needs assessment. Form to request for facilitator has been sent in and waiting for reply. Eunhye is to ask for September/October assessment.

9.2. In house program for Stage 2 and Stage 3

- When Read and Roll program starts again in the fall, library will be providing space for the program even if restrictions remain/roll back to stage 2.

- Swimming pool will be able to bring children over for movies in the library provided:

- a) We enter stage 3 and social distancing is removed/reduced.

- b) Coordination agreement between pool and library can be reached for conflict-free space sharing.

- Library is to provide in-house program in accordance to provincial guidelines without additional restrictions

9.3. ALC 2020

- The name of business had been changed to ALC 2022. There was a typo in the agenda.

- Proposals are being accepted for ALC 2022. Confirmed attendees to be Sharon and Madeline with Meredith and Dwight as back up. Eunhye is to book 2 double occupancy rooms for board when room bookings open up.

10. In Camera

11. Next Meeting –Sept 9, 2021 @ 6:30 p.m.

12. Adjournment Time – Madeline Bombay adjourned the meeting at 7:56 p.m.

M Bombay
Meredith Kerr

St. Paul Municipal Library Board

Minutes – September 9, 2021

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

Regrets: None

1. **Welcome/Call to Order** – Norm Noel called the meeting to order at 6:41 p.m.
2. **Adoption of the Agenda** – move by Tyson deMoissac
3. **Adoption of Minutes**
 - 3.1. **June 17, 2021** – moved by Sharon Jackson
4. **Conflict of Interest Declaration** – no conflicts declared
5. **Old Business**
 - 5.1. **Plan of Service 2022-2025 Planning Update**

Community stakeholders have been invited to a meeting Nov. 1, 2021 along with any board members who can attend and Heather Nichol. An e-mail reminder will be sent out to those who express interest in Oct. A second meeting of the board will be needed to create the plan of service based on the feedback from the Nov. 1 meeting.
 - 5.2. **ALAC 2021**

The conference in Jasper has been canceled and the committee in charge of it is dissolved. Both Northern Lights Library System and Alberta Library Trustees Association have been restructured with financial implications. PLAC is considering organizing a replacement conference and other ways of doing the conference, citing the cost of holding it in Jasper each year especially for the smaller libraries in the province. Potentially an online option or something hosted in a more central location in future.
6. **Reports** – moved by Meredith Kerr
 - 6.1. **Board Chair** – nothing to report
 - 6.2. **Town Council Representative**

Both Tyson and Norm will be running for re-election in the municipal election set for Oct. 18, 2021.
 - 6.3. **County Council Representative**

Maxine will be running for re-election in the municipal election set for Oct. 18, 2021. County council will be having strategic planning meetings for 2022 on Sept. 15 and Sept. 16.
 - 6.4. **Friends of the Library**

Had a bingo recently. Very slim pickings for bingo workers. Next bingo is scheduled for Oct. 9. Always looking for workers, especially people who are willing to walk. Norm and Sharon both volunteered to help with next bingo, Tyson will RSVP after he checks his calendar. Casino for 2021 had to be let go, next casino will be in the last quarter of 2022. 10 volunteers are needed for the casino.
 - 6.5. **Library Manager** – included with the agenda.

Suggestion to wait until after the municipal election before making the next report to town and county councils.
 - 6.6. **Programmer/Summer Reading Programmer** – included with agenda.
 - 6.7. **Service Plan Progress** – see 5.1

6.8. Alberta Library Trustees Association

The organization still exists but has been restructured. Getting on the board is more complicated than anticipated with what is required to be submitted, Dwight is still working on it.

6.9. Northern Lights Library System

Lots of changes to the board, a number of members are retiring or stepping back. 2022 budget has been drafted and does not include an increase to the levy. No cost of living increase for NLLS staff and possibly \$348k to be transferred from reserves. NLLS is coming out with a service catalog, which is an online document detailing all the services provided.

7. Correspondence

8. Finances

8.1. Budget Tracker – SAGE

Take and Make Kits have increased the cost for programming. Remainder of 2020 Kimberly Grant used to cover some costs in 2021.

9. New Business

9.1. September 30th

Library to remain open on Sept. 30. Eunhye to reach out to Town of St. Paul to involve library staff in training about residential schools if possible. Blue Quills scroll with timeline of residential schools to be displayed and made available in the library.

9.2. 2022 Draft Budget

Funding from Town and County expected to remain status quo, certainly will not be increasing. Salaries to cost less in 2022 as one staff member is leaving in October and so the replacement will be starting at the bottom of the salary grid for that position. Salaries includes budgeted increase to Library Manager salary, all other staff remain at same wage as 2021. Board conference budget to be reduced. Any surplus funds at the end of the year remain in the library's bank account and are used to cover other overruns or saved for emergency repairs. Discussion regarding areas where things might cost more than budgeted, not just where dollars can be trimmed. Photocopy paper has increased from \$45-\$50 per box to \$60+ per box. Discussion that just because \$X is budgeted for \$Y doesn't mean the full amount must be spent. It is okay to have money left over at the end of the year.

10. In Camera

10.1. Personnel

Maxine Fodness moved the board go in camera at 7:38 p.m. Maxine Fodness moved the board come out of camera at 7:50 p.m.

Meredith Kerr moved the board direct Library Manager to follow up with Town of St. Paul CAO and legal counsel regarding personnel.

11. Next Meeting

11.1. Plan of Service Community Meeting – Nov. 1, 2021 at TBD

11.2. Regular Board Meeting – Nov. 16, 2021 at 6:30 p.m.

11.3. Plan of Service Board Meeting – Dec. 9, 2021 at 5:00 p.m.

12. Adjournment – Norm Noel adjourned the meeting at 7:55 p.m.

M. Bombay
Meredith Kerr

St. Paul Municipal Library Board

Minutes – September 30, 2021

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

Regrets: Madeline Bombay, Tyson deMoissac

1. Call to Order – Norm Noel called the meeting to order at 6:42 p.m.

2. Adoption of the Agenda – moved by Dwight Wiebe

3. Adoption of Minutes

4. Conflict of Interest Declaration

5. Old Business

6. Reports

7. Correspondence

8. Finances

9. New Business

10. In Camera

10.1. Personnel/Legal

Dwight Wiebe moved the board go in camera at 6:43 p.m. Maxine Fodness moved the board come out of camera at 7:30 p.m.

Meredith Kerr moved the board direct Library Manager to draft correspondence to legal counsel.

11. Next Meeting

11.1. TBD

12. Adjournment – Sharon Jackson adjourned the meeting at 7:31 p.m.

Sharon Jackson
Meredith Kerr.

Town of St. Paul Municipal Library Board

Minutes – November 16, 2021

Present: Madeline Bombay, Sharon Jackson, Meredith Kerr, Norm Noel, Dwight Wiebe, Sid Sood, Ross Krekoski, Eunhye Cho

Regrets: None

- 1. Call to Order** – Madeline Bombay called the meeting to order at 6:35 p.m.
- 2. Agenda** – moved by Meredith Kerr
- 3. Minutes** – moved by Norm Noel
 - 3.1. September 9, 2021**
 - 3.2. September 30, 2021**
- 4. Conflict of Interest Declaration** – None declared
- 5. Old Business**
 - 5.1. Plan of Service 2022-2025 Planning Update**

Feedback from community engagement session was included with the agenda. The Board will meet on December 9 at 5 p.m. to discuss feedback and develop the next three-year plan.
 - 5.2. 2022 Draft Budget**

Included with the agenda. Moved by Dwight Wiebe.
- 6. Reports**
 - 6.1. Board Chair**
 - 6.2. Town Representative**

Norm Noel and Sid Sood are the new Town of St. Paul Council representatives.
 - 6.3. County Representative**

Ross Krekoski is the new County of St. Paul Council representative. County held their organizational meeting and will be having their preliminary budget discussions in December.

Norm Noel moved the board purchase a gift card to Owlseye Greenhouse valued at \$50 for outgoing representative Maxine Fodness as a thank you for her many years of service on the library board.
 - 6.4. Friends of the Library**

Madeline Bombay to take over as liaison between library board and Friends of the Library.
 - 6.5. Library Manager**

Included with the agenda. Mask mandate is reducing the number of patrons who spend time just hanging out in the library but circulation has increased.
 - 6.6. Programmer**

Included with the agenda. Brief discussion of Twitter, Meredith Kerr felt that as a medium twitter is better suited to users who are able to engage with the platform multiple times a day. Advised that since the library is not able to dedicate that much time to twitter, it may be better to abandon it.
 - 6.7. Service Plan Progress**

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

Survey for planning due November 30. Discussion of current status of ALTA, cost of membership, and what benefit the library receives from the organization.

6.9. Northern Lights Library System

Next meeting is November 27 at 10 a.m. Norm Noel and Ross Krekoski to attend.

7. Correspondence

7.1. Board Basics

Workshop to be held for new and returning board members on December 14 from 6 – 8 p.m.

8. Finances

8.1. Budget Tracker – SAGE

9. New Business

9.1. Christmas Closure Dates

Madeline Bombay moved the library close early at 2 p.m. on December 24 and December 31.

9.2. Staff Function

Because of the ongoing pandemic staff are unable to have a Christmas Party. Norm Noel moved staff be given a cash bonus of \$100 for full time staff and \$50 for part time staff.

9.3. ALTA Membership Renewal

Norm Noel moved the board withdraw from ALTA for this year.

9.4. Organizational Meeting

Chair – Madeline Bombay

Vice Chair – Norm Noel

Treasurer – Sharon Jackson

Secretary – Meredith Kerr

Signing Authorities – Madeline Bombay, Sharon Jackson, Meredith Kerr

9.5. Land Acknowledgement

Madeline Bombay moved the library open meetings with a land acknowledgement as an act of reconciliation with the indigenous peoples of the region. The wording of the acknowledgement will be the same as what the Town uses.

10. In Camera

10.1. Personnel

Meredith Kerr moved the meeting go in camera at 7:32 p.m.

Norm Noel moved the meeting go out of camera at 7:35 p.m.

11. Next Meeting

11.1. Plan of Service – December 9 @ 5 p.m.

11.2. Board Basics Workshop – December 14 @ 6 p.m.

11.3. Board Meeting – January 18 @ 6:30 p.m.

12. Adjournment Time

Madeline Bombay adjourned the meeting at 7:45 p.m.

Madeline Bombay
Meredith Kerr