1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. MINUTES APPROVAL
   3.1 Library Board Minutes, February 13, 2019

4. NEW BUSINESS
   4.1 Disbursement of Funds (Provincial Contribution) to the Library Board – Report  
       Jeff Chipley

5. INFORMATION ITEMS
   5.1 Public Library Services Branch (PLSB) Update – March 2019 – Report  
       Jeff Chipley
   5.2 Public Library Services Branch (PLSB) Interlibrary Loan Software – Report  
       Jeff Chipley
   5.3 Yellowhead Regional Library (YRL) Board Executive Committee Meeting Highlights – February & April 2019 – Report  
       Jeff Chipley
   5.4 Yellowhead Regional Library (YRL) Board Meeting Highlights – March 2019 – Report  
       Jeff Chipley
   5.5 Alder Flats/Buck Lake Inventory, Budget, & Financial Statement – Report  
       Jeff Chipley
   5.6 Lakedell Area Community Library Society Inventory, Budget, & Statement of Operations – Report  
       Jeff Chipley
   5.7 Lakedell Area Community Library Society Minutes – November & December 2018 & March 2019 – Report  
       Jeff Chipley
6. ADJOURN
1. CALL TO ORDER

The County of Wetaskiwin No. 10 Library Board meeting was called to order by Secretary-Treasurer J. Chipley in the Council Chambers of the County of Wetaskiwin Administration Office, commencing at 5:05 p.m. on Wednesday, February 13, 2019.

2. APPROVAL OF AGENDA

Resolution LB20190213.01
MOVED: by Chairperson K. Smith

to approve the agenda for the County of Wetaskiwin No. 10 Library Board Meeting, Wednesday, February 13, 2019 as presented.

Carried Unanimously

3. LIBRARY BOARD ELECTIONS

3.1 Election of Chairperson

The procedures of the County of Wetaskiwin Library Board stipulate that the Board shall hold an organizational meeting at the first meeting after the first of November of each year for the purpose of:

- Election of officers for the coming year; and
- Appointment of committees, if necessary.
At the County of Wetaskiwin Organizational meeting held on October 16, 2018, Councillor Bill Krahn was appointed as representative for the County on the Yellowhead Regional Library Board, with Councillor Dale Woitt acting as alternate.

As this is the first Library Board meeting held after November 1, 2018, the Board is required to elect an individual to the position of Chairperson.

Once a Board Member is selected as Chairperson, they will assume the role of Chairperson.

At the November 23, 2017 County of Wetaskiwin Library Board meeting, Board Member F. Johnson was elected as Chairperson. (Ref. Resolution #LB20171123.1001)

Administration recommended that the County of Wetaskiwin Library Board elect a Chairperson for the 2019 year.

Secretary-Treasurer, J. Chipley, called for nominations from the floor for the position of Chairperson.

Board Member K. Smith nominated Board Member F. Johnson for the position of Chairperson. Board Member F. Johnson declined the nomination.

Board Member F. Johnson nominated Board Member K. Smith for the position of Chairperson. Board Member K. Smith accepted the nomination. J. Chipley called an additional two times for further nominations from the floor, but there were no further nominations.

**Resolution LB20190213.02**

MOVED: by Board Member F. Johnson

that nominations cease.

<table>
<thead>
<tr>
<th>Recorded</th>
<th>In Favour:</th>
<th>Opposed:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairperson K. Smith</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Board Member B. Doupe</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Board Member F. Johnson</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Vice-Chairperson D. Woitt</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>
J. Chipley declared Board Member K. Smith elected Chairperson by acclamation and K. Smith assumed the position of Chairperson of the meeting at 5:07 p.m.

### 3.2 Election of Vice-Chairperson

The procedures of the County of Wetaskiwin Library Board stipulate that the Board shall hold an organizational meeting at the first meeting after the first of November of each year for the purpose of:

- Election of officers for the coming year; and
- Appointment of committees, if necessary.

As this is the first Library Board meeting held after November 1, 2018, the Board is required to elect an individual to the position of Vice-Chairperson.

At the November 23, 2017 County of Wetaskiwin Library Board meeting, Board Member K. Smith was elected as Vice-Chairperson. (Ref. Resolution #LB20171123.1002)

Administration recommended that the County of Wetaskiwin Library Board elect a Vice-Chairperson for the 2019 year.

Chairperson K. Smith called for nominations from the floor for the position of Vice-Chairperson.

Board Member B. Krahn nominated Board Member D. Woitt for the position of Vice-Chairperson. Board Member D. Woitt accepted the nomination. Chairperson K. Smith called an additional two times for further nominations from the floor, but there were no further nominations.

**Resolution LB20190213.03**

MOVED: by Board Member B. Krahn

that nominations cease.

**Carried Unanimously**

Chairperson K. Smith declared Board Member D. Woitt elected Vice-Chairperson by acclamation.
4. **MINUTES APPROVAL**

4.1 **County of Wetaskiwin Library Board Meeting Minutes, Thursday, October 25, 2018**

**Resolution LB20190213.04**
MOVED: by Board Member F. Johnson

to approve the minutes for the County of Wetaskiwin No. 10 Library Board meeting held October 25, 2018 as presented.

Carried Unanimously

5. **DELEGATION - 5:00 P.M. - Public Library Services Branch (PLSB)**

A delegation consisting of Kerry Anderson and Jen Anderson entered the meeting at 5:15 p.m.

5.1 **Public Library Services Board (PLSB) Orientation & Discussion of Professional Librarian Requirement**

In the summer of 2018, the County of Wetaskiwin Library Board received correspondence through Library Board Chairperson F. Johnson from Kerry Anderson, Assistant Director, Public Library Services Branch (PLSB), in regard to the County of Wetaskiwin Library Board being required to employ a professional librarian.

The reason as to why the Library Board is required to employ a professional librarian is that in accordance with Section 14 of the Libraries Regulation, a municipality with a population over 10,000 that has a Library Board is required to employ a professional librarian that has a Master’s Degree in Library and Information Studies. Since the current population of the County of Wetaskiwin is 11,181, the Library Board is required to meet this requirement in accordance with how the legislation currently reads.

As the County of Wetaskiwin Library Board operates on a budget of approximately $132,000 that is funded equally by the Government of Alberta and the County of Wetaskiwin and distributed almost completely to the five libraries that serve the County, both Administration and the Library Board were concerned that the requirement to hire a professional librarian would put a significant strain on the funds currently allocated for libraries serving the County, which would most definitely lead to a major impact on the current level of service being provided mainly through volunteer efforts, especially in the western portion of the County.

Therefore, Administration engaged in proactive discussions with the PLSB and met with representatives from the PLSB on November 19, 2018 during the Rural Municipalities of Alberta (RMA) Fall Convention. During the meeting with the PLSB where the matter of employing a professional librarian and the concerns that the
County of Wetaskiwin has regarding that were discussed, it was agreed that the PLSB be provided an opportunity to provide an orientation to the County of Wetaskiwin Library Board and Council, as well as discuss the particulars around the requirement of a professional librarian. The orientation will give both the Library Board and Council a sense of the roles and responsibilities of the Library Board and how they differ from the role of Council as it relates to libraries serving the County of Wetaskiwin.

Copies of documents provided by the PLSB relating to the roles and responsibilities of the Library Board, the employment of a professional librarian, and the 2019 Budget for the County of Wetaskiwin Library Board were provided for review by the Board.

Administration recommended that the County of Wetaskiwin Library Board accept the presentation by the Public Library Services Board (PLSB) as information.

The orientation provided by the Public Library Services Branch (PLSB) was a summary of the one day Board Basics workshop.

The PLSB provided an information package to each member of the Library Board and Council.

Discussion ensued on the roles and responsibilities of the Library Board, the required policies, and plan of service. The requirement to employee a professional librarian and options to fulfill that requirement were also discussed.

Reeve T. Van de Kraats entered the meeting at 5:28 p.m.
Kerry Anderson and Jen Anderson left the meeting at 6:30 p.m.
Councillor K. Rooyakkers left the meeting at 6:02 p.m.
Board Member B. Krahn left the meeting at 6:36 p.m.
Councillor L. Seely left the meeting at 6:39 p.m.

Resolution LB20190213.05
MOVED: by Vice-Chairperson D. Woitt
that the County of Wetaskiwin Library Board accept the presentation by the Public Library Services Board (PLSB) as information.

Carried Unanimously

Reeve T. Van de Kraats and Councillor K. Adair left the meeting at 6:47 p.m.
5.2 **Public Library Service Board (PLSB) Updates**

On December 14, 2018 and January 25, 2019, emails were received from the Public Library Services Branch (PLSB), with what is happening at PLSB.

The following topics were included and provided for review by the County of Wetaskiwin Library Board:

- Audiobook RFP
- Read Alberta EBooks – MARC records
- Symposium 2019 – Shifting Service for Inclusivity
- Voice of Amiskwaciy digital history project
- ILL Software RFO
- Shared Braille Collection – Pilot Project
- Library and Archives Update – Aurora
- 2019-2020 Operating Grant Payments
- 2019 Public Library Survey and 2018 Annual Report
- 2016 Public Library Statistics
- Minister’s Awards and YOU Libraries
- Prairie Indigenous EBook Collection
- Read Alberta EBooks – 2 year Anniversary Coming Up
- E-Content Updates
- Reminder to Submit Plan of Services
- 2019-2020 Grant Forms

Administration recommended that the County of Wetaskiwin Library Board accept the Public Library Services Branch (PLSB) Updates as information.

**Resolution LB20190213.06**

MOVED: by Board Member F. Johnson

that the County of Wetaskiwin Library Board accept the Public Library Services Branch (PLSB) Updates as information.

Carried Unanimously

7. **NEW BUSINESS**

7.1 **Annual Reports from Alder Flats/Buck Lake Public Library, Lakedell Area Community Library (Operating as Pigeon Lake Public Library),**
**and Winfield Community Library and County of Wetaskiwin Library Board Survey**

The Alder Flats/Buck Lake Library Society, Lakedell Area Community Library Society, and Winfield Community Library have all submitted the annual report information for the Municipal Affairs survey for the 2018 year.

Additionally, Administration has also completed the Public Library Survey for the County of Wetaskiwin Library Board, which along with the reports from the aforementioned library societies, were provided for review by the Board.

Prior to the reports being submitted to the Ministry of Municipal Affairs, the County of Wetaskiwin Library Board is required to approve the annual reports.

Administration recommended the following two (2) resolutions:

1. That the County of Wetaskiwin Library Board approve the reports for the Alder Flats/Buck Lake Library, Lakedell Area Community Library Society (operating as Pigeon Lake Public Library), and Winfield Community Library as presented; and

2. That the County of Wetaskiwin Library Board approve the Public Library Survey for the County of Wetaskiwin Library Board as presented.

**Resolution LB20190213.07**
MOVED: by Board Member F. Johnson

that the County of Wetaskiwin Library Board approve the reports for the Alder Flats/Buck Lake Library, Lakedell Area Community Library Society (operating as Pigeon Lake Public Library), and Winfield Community Library as presented.

Carried Unanimously

**Resolution LB20190213.08**
MOVED: by Chairperson K. Smith

that the County of Wetaskiwin Library Board approve the Public Library Survey for the County of Wetaskiwin Library Board as presented.

Carried Unanimously

7.2 **Lakedell Area Community Library Society (Operating as Pigeon Lake Public Library) Minutes**
A copy of the November 4, 2017 Annual General and September 19, 2018 Regular meeting minutes for the Lakedell Area Community Library Society were provided for review by the County of Wetaskiwin Library Board.

Administration recommended that the County of Wetaskiwin Library Board accept the November 2017 Annual General and September 2018 Regular meeting minutes from the Lakedell Area Community Library Society meeting as information.

Resolution LB20190213.09
MOVED: by Vice-Chairperson D. Woitt

that the County of Wetaskiwin Library Board accept the November 2017 Annual General and September 2018 Regular meeting minutes from the Lakedell Area Community Library Society meeting as information.

Carried Unanimously

7.3 Winfield Library Minutes & Actionable Items

A copy of the minutes from the January 2019 and actionable items for the Winfield Library meeting were provided for review by the County of Wetaskiwin Library Board.

Administration recommended that the County of Wetaskiwin Library Board accept the January 2019 meeting minutes and actionable items for the Winfield Library as information.

Resolution LB20190213.10
MOVED: by Board Member F. Johnson

that the County of Wetaskiwin Library Board accept the September 2018 meeting minutes for the Winfield Library as information.

Carried Unanimously

8. INFORMATION ITEMS

8.1 Yellowhead Regional Library (YRL) Executive Committee Highlights & Director Announcement

The December 10, 2018 Yellowhead regional Library (YRL) Board Executive Committee Meeting Highlights, as well an announcement from YRL that Karla Palichuk has taken over for the retiring Kevin Dodds as YRL Director were provided for review by the County of Wetaskiwin Library Board.
Administration recommended that the County of Wetaskiwin Library Board accept the Yellowhead Regional Library (YRL) Executive Committee Highlights & Director Announcement as information.

Resolution LB20190213.11
MOVED: by Chairperson K. Smith

that the County of Wetaskiwin Library Board accept the Yellowhead Regional Library (YRL) Executive Committee Highlights & Director Announcement as information.

Carried Unanimously

8.2 Yellowhead Regional Library (YRL) Conference Highlights

In October of 2018, Orti Weich, Library Manager of the Alder Flats/Buck Lake Public Library, attended the annual Yellowhead Regional Library (YRL) Conference. The theme of the 2018 Conference was “Everyone’s Welcome: The Power of Libraries!”

After attending the Conference, Mrs. Weich provided a summary of the sessions that she attended as information and reference for the County of Wetaskiwin Library Board. Administration notes that Mrs. Weich attended the following sessions:

- Reading Games for Teens and Adults;
- The Power of Partnerships in Bridging the Digital Divide;
- Yes, just say Yes!; and
- The Bibliomaniacs

Administration recommended that the County of Wetaskiwin Library Board accept the 2018 Yellowhead Regional Library (YRL) Conference Highlights submitted by Mrs. Orti Weich as information.

Resolution LB20190213.12
MOVED: by Vice-Chairperson D. Woitt

that the County of Wetaskiwin Library Board accept the 2018 Yellowhead Regional Library (YRL) Conference Highlights submitted by Mrs. Orti Weich as information.

Carried Unanimously

9. ADJOURN

Resolution LB20190213.13
MOVED: by Vice-Chairperson D. Woitt

that the County of Wetaskiwin No. 10 Library Board meeting adjourn at 6:57 p.m.

Carried Unanimously
Disbursement of Funds (Provincial Contribution) to the Library Board – Report

Meeting Date (Report Reference Only): 2019/06/27

Meeting (Report Reference Only): Library Board

Background

The Government of Alberta is expected to contribute $62,054.55 to the County of Wetaskiwin Library Board in 2019. Although the Library Board has not received the provincial grant funds, Administration recommends that the Board approve that the funds be disbursed once the funding is received.

Administration recommends that the County of Wetaskiwin Library Board disburse the funds as follows:

<table>
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<tr>
<th>Library</th>
<th>Budget Total Allocation</th>
<th>Bonus Funding</th>
<th>Funding approved to be distributed in 2019 (County Portion)</th>
<th>Recommendation</th>
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<tr>
<td>Alder Flats Library</td>
<td>$12,054.99</td>
<td>$2,500.00</td>
<td>$6,205.45</td>
<td>$5,849.54</td>
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<tr>
<td>Lakedell Library</td>
<td>$14,465.99</td>
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<td>$7,446.55</td>
<td>$7,019.44</td>
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<td>Winfield Library</td>
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<td>$8,189.34</td>
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<td>Millet Library</td>
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<td>Wetaskiwin Library</td>
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<td>N/A</td>
<td>$24,821.82</td>
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<tr>
<td>TOTAL</td>
<td>$120,549.88</td>
<td>$7,500.00</td>
<td>$62,054.55</td>
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</table>

Recommendations
Administration recommends that the County of Wetaskiwin Library Board approve the disbursement of the provincial contribution to the five (5) libraries as presented based on the percentage of provincial funding received.

**Recommended Resolution**

that the County of Wetaskiwin Library Board approve the disbursement of the provincial contribution to the five (5) libraries as presented based on the percentage of provincial funding received.
Public Library Services Branch (PLSB) Update – March 2019 – Report

Meeting Date (Report Reference Only): 2019/06/26

Meeting (Report Reference Only): Library Board

Background

On March 8, 2019, an email was received from the Public Library Services Branch (PLSB), with what is happening at PLSB.

The following topics were included and provided for review by the County of Wetaskiwin Library Board:

- Website Update
- Minister’s Awards for Excellence in Public Library Service, You Libraries Voting, and the Alberta Library Conference
- Board Basics
- Print-Braille Children’s Books
- NNELS and CELA Shortlisted for International Award
- New Audiobook E-Resource
- Staffing Update
- Did you know....

Recommendations

Administration recommends that the County of Wetaskiwin Library Board accept the Public Libraries Services Branch (PLSB) Update as information.

Recommended Resolution

that the County of Wetaskiwin Library Board accept the Public Libraries Services Branch (PLSB) Update as information.
For the best experience, open this PDF portfolio in Acrobat X or Adobe Reader X, or later.

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Public Library Services Branch (PLSB) Interlibrary Loan Software – Report

Meeting Date (Report Reference Only): 2019/06/27

Meeting (Report Reference Only): Library Board

Background

On April 17, 2019, an email was received from the Public Library Services Branch (PLSB) with an update on the interlibrary loan software, which has been provide for review by the County of Wetaskiwin Library Board.

Recommendations

Administration recommends that the County of Wetaskiwin Library Board accept the Public Library Services Branch (PLSB) update on the interlibrary loan software as information.

Recommended Resolution

that the County of Wetaskiwin Library Board accept the Public Library Services Branch (PLSB) update on the interlibrary loan software as information.
Hello everyone,

As you know, PLSB issued an RFP for interlibrary loan software in December, 2018. However, the process was suspended during the election period. Now that the writ period is over, we are preparing to award the contract and implement new software for Alberta public libraries to share resources. Until the official announcement, PLSB will be handling VDX, as the agreement with Chinook Arch expired April 1, 2019. There may be a few activities that are impeded or halted while we work through the transition. We are currently not processing international requests and we are not asking OCLC to make any modifications to current VDX settings. Just FYI: all requests that are sent to Chinook Arch are being redirected to PLSB.

We anticipate having more news in the next few weeks. Thank you for your patience.

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Yellowhead Regional Library (YRL) Board Executive Committee Meeting Highlights – February & April 2019 – Report

Meeting Date (Report Reference Only): 2019/06/26
Meeting (Report Reference Only): Library Board

Background

The February 11, 2019 and April 8, 2019 Yellowhead Regional Library (YRL) Board Executive Committee Meeting Highlights have been provided for review by the County of Wetaskiwin Library Board.

Recommendations

Administration recommends that the County of Wetaskiwin Library Board accept the Yellowhead Regional Library (YRL) Board Executive Committee Meeting Highlights as information.

Recommended Resolution

that the County of Wetaskiwin Library Board accept the Yellowhead Regional Library (YRL) Board Executive Committee Meeting Highlights as information.
Draft 2018 Audited Financial Statements
- The committee has recommended that the YRL Board approve the draft 2018 audited financial statements at the March meeting.

Inter-fund Transfers
- The committee has recommended that the YRL Board transfer the General Fund surplus of $203,784 to the Operational Contingency Fund at the March meeting.

Auditor Appointment
- The committee has recommended that the YRL Board appoint Grant Thornton LLP as auditor for 2019 at the March meeting.

Disc Repair Machine
- YRL has two machines that repair more than 5,000 discs annually for member libraries.
  - At that volume the machines last 4-5 years; one is at end of life.
- The committee approved a capital expenditure not to exceed $15,000 and directed administration to purchase a replacement disc repair machine.

Universal Power Supply (UPS)
- The UPS for the YRL rack, slated to be replaced in 2020, experienced a failure in January.
- The committee approved a capital expenditure not to exceed $6,100 and directed administration to purchase a replacement UPS.

Rate Increase Process
- YRL is proposing a membership fee increase of 2% in 2020 and 1.5% in 2021.
- Following discussion at the March meeting, and with YRL Board agreement, member municipalities and school divisions will be sent details for information.
  - The YRL Board will vote on the increase at the June meeting.

Renovations Celebration
- The celebration will be held in late 2020 when the renovations are fully complete or possibly in conjunction with YRL’s 50th anniversary in 2021.

Meeting Invitations
- When responding to Outlook meeting invitations, it is requested that Trustees not use the “Reply to All” button.
  - Internal controls are now in place to ensure the meeting time is not revised.
  - YRL Board meetings are on Mondays from 10:00 a.m. to 1:00 p.m.
Infrastructure Grant Update

- Construction in the shipping, receiving and sorting areas is complete.
  - New shelving was assembled and most of the current shelving moved.
  - Sorting equipment and supplies have been moved/reorganized including the storage bins of more than 75 kits.
  - Sorting now occurs in the closed room attached to the dock.
  - Staff workstations will be moved by the end of the month.
- New floors/tiles are being installed in the three restrooms.
- The window replacement project has begun.
- Paving of the driveway and parking lot will begin in the spring.
- A request to approve the construction of a standalone three-bay garage will be sent to Alberta Infrastructure.
- Administration is exploring options for additional power outlets in the boardroom.

Indigenous Grant Update

- Detailed statistics will be submitted this month from the supported projects.
  - The four recipients will also submit a project report next month detailing how the funds were expended.
- The Director has meetings scheduled with both the Public Library Services Branch Director and Manager, Indigenous Public Library Outreach, to discuss the grant further.

Alberta Library Conference

- April 25-28 at the Fairmont Jasper Park Lodge.
- YRL budgets for 12 Trustees to attend the Alberta Library Conference.
  - Seven Executive Committee members are attending.
  - As per policy, the remaining five spots were awarded by lottery.

Assistant Director’s Report – Wendy Sears Ilnicki

- New packaging changes for interlibrary loan items going to regional library system headquarters may affect TRAC partners but requires less work by staff.

Client Services Manager’s Report – Stephanie Thero

- The call for proposals closes March 8 for the #nofilter: The Power of Libraries conference.
  - Trustees are encouraged to submit a session proposal.

YRL Public Libraries’ Council (PLC) – Robert McClure

- PLC Executive Committee members were each assigned YRL member libraries to maintain contact with throughout the year.
- The PLC Executive Committee meets on February 22 and the full PLC on April 12.
2019 MEETING & CONFERENCE DATES

YRL Board Meeting ................................................................................ 10:00 to 1:00, Monday, March 4
YRL Board Executive Committee Meeting ............................................. 10:00 to 1:00, Monday, April 8
Alberta Library Conference, Fairmont Jasper Park Lodge ............... Thursday to Sunday, April 25-28
YRL Board Executive Committee Meeting ............................................. 10:00 to 1:00, Monday, May 13
YRL Board Meeting ................................................................................ 10:00 to 1:00, Monday, June 17
YRL Board Executive Committee Meeting ............................................. 10:00 to 1:00, Monday, Aug. 26
YRL Board Executive Committee Meeting ............................................. 10:00 to 1:00, Monday, Sept. 9
YRL Conference, River Cree Resort & Casino ................................. 9:00 to 4:15, Friday, Sept. 20
YRL Board Meeting ................................................................................ 10:00 to 1:00, Monday, Sept. 30
YRL Board Organizational Meeting ...................................................... 10:00 to 1:00, Monday, Nov. 25
YRL Board Executive Committee Meeting ............................................. 10:00 to 1:00, Monday, Dec. 16
Indigenous Grant Update and Report
- The committee approved the Indigenous Grant Report for submission to the Public Library Services Branch of Alberta Municipal Affairs.

Organizational Review
- Pending reference checks, the committee appointed Dr. Margaret Law to conduct the organizational review.

Human Resources/Health and Safety Manual Revisions
- The committee approved revisions to five sections of the manual: Bereavement, Compassionate Care, Critical Illness, Unpaid–Job Protected Leaves, and Vacation.

2019-2021 Plan of Service Action Items
- The management team formulated action items for each of the goals/objectives of the strategic priorities.
  - Every action item includes timelines, activities and the outcomes/impacts.
  - An update/status will be provided at Board and Executive Committee meetings.
  - This will replace the Chair, Director, Assistant Director and Client Services Manager’s reports included in meeting packages.
- The Executive Committee discussed and revised the five action items attached to the objective Model best practices for board leadership.

Public Library Advocacy
- Board Chair Hendrik Smit contacted the chair and CEO/director of the other 15 Alberta library nodes requesting 2018 statistics and permission for their use.
- From their responses, a one-page library advocacy document was created for use during this year’s provincial and federal elections.

YRL Staff Association
- Many staff raised concerns with the new director regarding the relevance of the Staff Association (SA) negotiating salary increases and/or benefit changes.
  - Further investigation revealed the SA has not been provincially registered for several years.
- Following a meeting, staff decided to dissolve the SA and forward suggestions for salary increases and/or benefit changes to the director, which will be included as part of the budgeting process starting this year.
Infrastructure Grant Update

- The window replacement project is complete and new blinds installed throughout.
- Bibliographic Services staff workstations are moved to their permanent location with new cubicle dividers.
- Power/data outlets were built into the boardroom floor before new carpet was installed.
- Construction of a stand-alone, three-bay garage for staff vehicles will begin this spring followed by paving of the driveway, curbs and parking lot.
- Quotes are being obtained for replacement of the boiler system.

Financial Statements

- The February 28 statements were reviewed; there were no anomalies.

Chair’s Report – Hendrik Smit

- A new board chair email address has been created: chair@yrl.ab.ca.
- The chair and director continue to present to member council and library boards.
  - Contact Laurie to request a presentation in your municipality.

Director’s Report – Karla Palichuk

- The committee was provided with the director's 30-60-90-day plan including goals, actions and outcomes.

Assistant Director’s Report – Wendy Sears Ilnicki

- Changes to interlibrary loan packaging for material destined to other regional library systems created minor disruptions for our TRAC partners’ staff.
  - The procedural changes were based on an ergonomic study and deemed necessary after the move of all sorting to a separate room within the building.
- The provincial delivery committee meeting has been postponed until after the election.
- Interviews will be conducted this week for two circulation vacancies due to retirements.

Client Services Manager’s Report – Stephanie Thero

- A posting is now out for an 18-month term librarian position that will start in June.

YRL Public Libraries’ Council (PLC) – Robert McClure

- The next full PLC meeting is on April 12.
- Contact PLC Chair Robert McClure with agenda items or to discuss library operations.

Alberta Library Trustees’ Association (ALTA) – Tanya Pollard

- Look for ALTA trustee-targeted sessions at conferences across the province this year.
- ALTA will soon be launching Trustee Link, a province-wide message board for trustees.
  - Watch your email for the announcement; a password is required.
- An ALTA YouTube video will be premiered during the Alberta Library Conference.
- Contact President Tanya Pollard or Executive Director Heather Coulson with any questions, concerns or issues.
2019 MEETING AND CONFERENCE DATES

Alberta Library Conference, Fairmont Jasper Park Lodge .......... Thursday to Sunday, April 25-28
YRL Board Executive Committee Meeting ......................................... 10:00 to 1:00, Monday, May 13
YRL Board Meeting ................................................................................. 10:00 to 1:00, Monday, June 17
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YRL Board Meeting ................................................................................ 10:00 to 1:00, Monday, Sept. 30
YRL Board Organizational Meeting ...................................................... 10:00 to 1:00, Monday, Nov. 25
YRL Board Executive Committee Meeting .......................................... 10:00 to 1:00, Monday, Dec. 16
Background

The March 4, 2019 “Get on Board” newsletter is provided for review by the County of Wetaskiwin Library Board.

Recommendations

Administration recommends that the County of Wetaskiwin Library Board accept the Yellowhead Regional Library Board March 2019 “Get on Board” newsletter as information.

Recommended Resolution

that the County of Wetaskiwin Library Board accept the Yellowhead Regional Library Board March 2019 “Get on Board” newsletter as information.
GET ON BOARD

Yellowhead Regional Library

ATTENDEES
Chair Hank Smit, Town of Hinton
Vice Chair Derril Butler, Lac Ste. Anne County
Adrienne Braithwaite, City of Leduc
Ann Morrison, Summer Village of Sunset Point
Bill Elliot, City of Wetaskiwin
Bill Krahn, County of Wetaskiwin No. 10
David Truckey, Town of Westlock
Doug Peel, Town of Millet
Fayrell Wheeler, Town of Drayton Valley
Ivor Foster, Town of Thorsby
Jason Shewchuk, Village of Spring Lake
Jenna McGrath, Municipality of Jasper
Judy Lefebvre, Pembina Hills Public Schools (Alternate)
Judy Valiquette, Village of Alberta Beach
Krista Gardner, Town of Calmar
Krystal Baier, Town of Edson
Len Spink, Town of Beaumont
Liz Turnbull, Summer Village of Silver Sands
Lynn Pritchard, Village of Breton
Pat St. Hilaire, Town of Onoway
Rod Klumph, Town of Barrhead
Ron Kleinfeldt, County of Barrhead No. 11
Sandi Benford, Summer Village of South View
Sandra Cherniawsky, Yellowhead County
Sylvia Bonnett, Woodlands County
Tessa Hutchings, Leduc County
Victor Julyan, Westlock County
Wayne Rothe, City of Spruce Grove

GUESTS
Meghan DeRoo McConnan, Grant Thornton LLP
Robert McClure, YRL Public Libraries’ Council

YRL STAFF
Karla Palichuk, Director
Wendy Sears Ilnicki, Assistant Director
Stephanie Thero, Client Services Manager
David Gould, Accounting and Site Services
Laurie Haak, Administrative Associate and Recorder

1. 2018 Audited Financial Statements
   - The Board approved the 2018 audited financial statements.

2. Inter-fund Transfers
   - Fund balances are reviewed each year after the audit is complete, and the necessary transfers made to bring the General Fund back to a neutral position.
   - The Board approved a transfer of $203,784 from the General Fund to the Operational Contingency Fund.

3. Auditor Appointment
   - The Board approved the appointment of Grant Thornton LLP as auditor for 2019.

4. 2018 Annual Library System Report for the Province
   - The Board approved the report for submission to Municipal Affairs Public Library Services Branch.

5. Indigenous Grant Update/2018 Reporting for the Province
   - The Board approved the report for submission to Municipal Affairs Public Library Services Branch.
   - YRL member libraries were commended for their ongoing work with and for Indigenous peoples.

6. Membership Rate Increase Process
   - The Board approved the process for a member levy increase of approximately 2% in 2020 and 1.5% in 2021.
     - The proposed municipal fees would be $4.39 and $4.46, respectively.
     - The proposed school division fees would be $14.23 and $14.44, respectively.
   - The Board will vote on the proposed member levy increases on June 17.
7. **2016-2018 Plan of Service Progress Report**
   - The report outlined the progress and/or completion of goals/strategies in 2018.

8. **2019-2021 Plan of Service**
   - Administration will be developing actions for each objective.

9. **Infrastructure Grant Update**
   - YRL received $1.3 million from the provincial government for infrastructure upgrades to be completed by 2020.
   - Construction in the shipping, receiving and sorting areas is complete.
   - New flooring and tiles are being installed in the three restrooms.
   - The window replacement project is almost complete.
   - Electrical drops are being installed in the boardroom floor.
   - The driveway, parking lot and curb paving will begin in the spring.
   - A standalone three-bay garage will be built in the summer.

10. **Capital Expenditures**
    - The Executive Committee approved two expenditures to replace both a disc repair machine and a universal power supply.

11. **Director/Trustee Conversations**
    - After the Director sends each trustee a list of questions, she wants to meet with them individually (via email, phone or in person) to discuss their answers.

12. **Trustee Orientation Evaluation Summary**
    - The 19 trustees and alternates were very satisfied with the session.

13. **Alberta Library Conference**
    - YRL budgets for 12 trustees to attend.

   • Seven Executive Committee members are attending and, as per policy, the remaining five spots were awarded by lottery to:
     - Bill Elliot, City of Wetaskiwin;
     - Judy Valiquette, Village of Alberta Beach;
     - Lynn Pritchard, Village of Breton;
     - Marge Hanssen, Summer Village of Nakamun Park; and
     - Rod Klumph, Town of Barrhead.

14. **Chair’s Report**
    - Co-presented with the director to the Beaumont and Wetaskiwin councils.
    - Upcoming presentations include the Calmar, Leduc, Parkland County and Warburg councils, and the Spruce Grove and Stony Plain library boards.
    - Contacted ALTA about promoting libraries in our communities with an emphasis on supporting trustees in providing a united voice provincially, specifically during the upcoming election.
    - Once prepared, a summary document will be sent to trustees and alternates.

15. **YRL Public Libraries’ Council (PLC) Report**
    - The next PLC meeting is April 12.
    - Library managers with Items of concern and/or agenda items can contact Robert.

Next Meeting: Monday, June 17, 2019
Alder Flats/Buck Lake Inventory, Budget, and Financial Statement – Report

Meeting Date (Report Reference Only): 2019/06/27

Meeting (Report Reference Only): Library Board

Background

A copy of the Alder Flats/Buck Lake Public Library 2018 Inventory, 2019 Budget, and 2018 Financial Statement have been provided for review by the County of Wetaskiwin Library Board.

Recommendations

Administration recommends that the County of Wetaskiwin Library Board accept the Alder Flats/Buck Lake Public Library 2018 Inventory, 2019 Budget, and 2018 Financial Statement as information.

Recommended Resolution

that the County of Wetaskiwin Library Board accept the Alder Flats/Buck Lake Public Library 2018 Inventory, 2019 Budget, and 2018 Financial Statement as information.
## BOOKS/ITEMS

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Quantity</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>6370 items</td>
<td></td>
<td>$135,000.00</td>
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</table>

## PRINTERS

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
<th>Tag Number</th>
</tr>
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<tbody>
<tr>
<td>HP LaserJet 2035 (Main Desk)</td>
<td>$350.00</td>
<td>VN3221061</td>
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<tr>
<td>HP LaserJet P1102W (Public)</td>
<td>$150.00</td>
<td>VN652610</td>
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## HARDWARE

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Dell (Main Desk)</td>
<td>$800.00</td>
<td>Service Tag JKMFBY1</td>
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<tr>
<td>HPC Compaq 6200 (Public 1)</td>
<td>$800.00</td>
<td>2UA2021K9Y</td>
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<tr>
<td>HP Compaq 6000 (Public 2)</td>
<td>$800.00</td>
<td>2UA0451K8F</td>
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<tr>
<td>Dell Optiplex 3020 (Public 3)</td>
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<td>Service Tag CVFK182</td>
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## MONITORS

<table>
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</tr>
</thead>
<tbody>
<tr>
<td>Dell 21&quot; (Main Desk)</td>
<td>$200.00</td>
<td>CN-ONDMRP-74261-389-329U</td>
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<tr>
<td>Viewsonic 17&quot; (Public 1)</td>
<td>$150.00</td>
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<tr>
<td>Phillips 17&quot; (Public 2)</td>
<td>$150.00</td>
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<tr>
<td>Dell (Public 3)</td>
<td>$200.00</td>
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## MOUSE

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<thead>
<tr>
<th>Description</th>
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<tr>
<td>Logitech Wireless M705 (Main Desk)</td>
<td>$30.00</td>
<td>FCC ID: JNZMR0009</td>
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<tr>
<td>HP (Public 1)</td>
<td>$30.00</td>
<td>CTFATSROC8F AZABB P/N 265986-011</td>
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<tr>
<td>HP (Public 2)</td>
<td>$30.00</td>
<td>CTFATSROC8F AZABB P/N 45807-002</td>
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<tr>
<td>Dell (Public 3)</td>
<td>$30.00</td>
<td>LZ327BJ00 VW DPPID: CN-010D3-37-2826-59R-0PXP 07C02557 542</td>
</tr>
<tr>
<td>Acer HP (spare)</td>
<td>$30.00</td>
<td></td>
</tr>
<tr>
<td>Microsoft (spare)</td>
<td>$30.00</td>
<td></td>
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</table>

## KEYBOARDS

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
<th>Tag Number</th>
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<tr>
<td>Logitech Wireless MK700\710 (Main Desk)</td>
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<td>HP (Public 1)</td>
<td>$35.00</td>
<td>Model SK-2882 BAUP0MCPIUI1TA Model SK-2882 BAUP0GCPI93AP KB212-B</td>
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<tr>
<td>HP (Public 2)</td>
<td>$35.00</td>
<td>Model SK-2882 BAUP0MCPIUI1TA Model SK-2882 BAUP0GCPI93AP KB212-B</td>
</tr>
<tr>
<td>Dell (Public 3)</td>
<td>$50.00</td>
<td></td>
</tr>
</tbody>
</table>
ALDER FLATS BUCK LAKE INVENTORY 2018

**HP (Spare)**
- **Model**: SK-2885
- **Price**: $35.00

**LAPTOPS**
- **Toshiba Old, contains acctg records-keep 2022**: $25.00
  - **ID**: 730526975

**OTHER ELECTRONIC EQUIPMENT**
- **Dymo label writer 450 turbo**: $130.00
  - **ID**: 1410024E
- **Honeywell Barcode Scanner (Main Desk)**: $200.00
  - **ID**: 13234B17DE
- **Honeywell Barcode Scanner (Spare)**: $200.00
  - **ID**: 8183D1079
- **Star TSP100 future PRNT Receipt Printer**: $360.00
  - **ID**: 23660131640330
- **Ipod Air 2015 Model #MD7S9CL/B and case**: $650.00
  - **ID**: DMPQP62KF15
- **Kobo Reader and case**: $200.00
  - **ID**: KB3182703972B
- **Nortel T7406E Cordless Phone**: $500.00
  - **ID**: LBNNTMMATPH008X6
- **Toshiba Projector**: $500.00
  - **ID**: 74635239
- **Router/Firewall Fortigate DM#SOD Contact YRL**: Contact YRL
  - **ID**: FG080D391606150
- **Speaker set Altec Series 100**: $50.00
  - **ID**: Model AVS300
- **Speaker set Altec Series 100**: $50.00
  - **ID**: Model AVS300
- **11 Kingston Flash drives 2 GB**: $165.00
- **UWALK Pedometer**: $24.00
  - **ID**: 39335025831160
- **UWALK Pedometer**: $24.00
  - **ID**: 39335025831178
- **Kill A Watt EZ power meter elec.usage monitor**: $57.00
  - **ID**: 39335021725663

**OTHER EQUIPMENT**
- **9X6 foot shelves**: $16,500.00
- **16 Mitybilt Kudos Chairs**: $1,200.00
- **1 spinner**: $120.00
- **Book Shelf**: $700.00
- **100 metal book supports**: $325.00
- **2 drawer filing cabinet**: $230.00
- **3 computer desks**: $525.00
- **3 leather public computer chairs**: $300.00
- **3 power bars**: $45.00
- **2 surge protectors**: $70.00
- **2 laptop cases**: $160.00
- **2 monitor stands**: $160.00
- **DVD shelving stand**: $40.00
- **3 library tables**: $1,791.00
- **12 Ig. Plastic storage tubs**: $144.00
- **16 sm.plastic storage tubs**: $48.00
- **Librarian leather chair**: $171.00

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OTHER MISCELLANEOUS SUPPLIES

Crayons, markers, pens, paints, glue, scissors etc. $200.00
Printer ink, label printer rolls, receipt printer rolls $250.00

TOTAL INVENTORY $165,969.00
**Alder Flats Buck Lake Public Library**

**Budget 2019**

### INCOME

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Wetaskiwin County Funding</td>
<td>$12,000.00</td>
<td>Rec'd 2018</td>
</tr>
<tr>
<td>*Wetaskiwin County Funding Bonus</td>
<td>$2,500.00</td>
<td>Rec'd 2018</td>
</tr>
<tr>
<td>*Wetaskiwin Rec Board Grant</td>
<td>$3,000.00</td>
<td>Rec'd $2,945 in 2018</td>
</tr>
<tr>
<td>*FCSS Grant for SRC</td>
<td>$1,550.00</td>
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</tr>
<tr>
<td>*FCSS Grant for Special Programming</td>
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Total Income: $20,550.00

### EXPENSES

<table>
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<th>Category</th>
<th>Amount</th>
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<tr>
<td>Book Purchases</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>Books for School</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Manager’s Contract</td>
<td>$5,800.00</td>
</tr>
<tr>
<td>Honorariums</td>
<td>$4,300.00</td>
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<tr>
<td>Mileage Reimbursements</td>
<td>$1,200.00</td>
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<tr>
<td>Office: Ink, Paper, Book ends, etc</td>
<td>$600.00</td>
</tr>
<tr>
<td>Insurance</td>
<td>$600.00</td>
</tr>
<tr>
<td>*SRC Honorarium</td>
<td>$600.00</td>
</tr>
<tr>
<td>*SRC Supplies</td>
<td>$200.00</td>
</tr>
<tr>
<td>*SRC Entertainment</td>
<td>$750.00</td>
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<tr>
<td>Miscellaneous</td>
<td>$300.00</td>
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<tr>
<td>Special Programmers Expenses</td>
<td>$1,500.00</td>
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<tr>
<td>Conference fees</td>
<td>$100.00</td>
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<tr>
<td>*Capital Expense:</td>
<td>$500.00</td>
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Total Expenses: $19,950.00

2018 Bank Balance: $11,342.18

**FUNDS AVAILABLE TOWARDS NEXT YEAR**

$11,942.18

*Depending on funding*
Alder Flats Buck Lake Public Library  
Financial Statement 2018

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Opening Balance</td>
<td>$ 9,890.41</td>
<td>$ 9,890.41</td>
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</table>

**INCOME:**

- Grants                           | $19,373.69 |
- Interest (Bank)                   | $ 0.64     |
- Miscellaneous Income              | $ 440.70   |
- Conference Reimbursement          | $ 257.12   |
- Donation                          | $ 695.00   |
- **Total Income**                  | $20,767.15 |

**EXPENSES:**

- Librarian Contract Fee            | $ 5,796.00 |
- Mileage                           | $ 997.70   |
- Honorariums                       | $ 3,250.00 |
- Supplies                          | $ 65.51    |
- Conference                        | $ 98.00    |
- Capital Expense                   | $ 1,960.82 |
- Book/DVD Purchases                | $ 1,818.26 |
- School Donation                   | $ 1,000.00 |
- Office                            | $ 399.54   |
- Insurance                         | $ 601.25   |
- Miscellaneous Expenses            | $ 811.43   |
- Summer Reading Camp               | $ 1,723.00 |
- Special Programming               | $ 793.87   |
- **Total Expenses**                | $19,315.38 |

**Closing Balance**                | $ 11,342.18|

This summary reflects records kept by Treasurer, Rosemary Parker. They have been reviewed and found to be accurate and complete as indicated. This statement has been reviewed and approved by:

Linda Wennerstrom (780-388-0122)  
[Signature]  
[Date: Feb 18, 2019]
Background

Copies of the Inventory, 2018 Budget, proposed 2019 Budget, and the Statement of Operations for the Lakedell Area Community Library Society are provided for review by the County of Wetaskiwin Library Board.

Recommendations

Administration recommends that the County of Wetaskiwin Library Board accept the Inventory, 2018 Budget, proposed 2019 Budget, and the Statement of Operations for the Lakedell Area Community Library Society as information.

Recommended Resolution

that the County of Wetaskiwin Library Board accept the Inventory, 2018 Budget, proposed 2019 Budget, and the Statement of Operations for the Lakedell Area Community Library Society as information.
## Lakedell Area Community Library Society
### Inventory at December 31, 2018

<table>
<thead>
<tr>
<th>Item</th>
<th>Number</th>
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</thead>
<tbody>
<tr>
<td><strong>Chairs</strong></td>
<td></td>
</tr>
<tr>
<td>Green Armchairs</td>
<td>2</td>
</tr>
<tr>
<td>Children's Chairs</td>
<td>8</td>
</tr>
<tr>
<td>Office Chairs</td>
<td>1</td>
</tr>
<tr>
<td>Leather Chairs (Brown Lounge)</td>
<td>4</td>
</tr>
<tr>
<td>Leather Board Room/Library Chairs</td>
<td>20</td>
</tr>
<tr>
<td>Armless task chairs</td>
<td>3</td>
</tr>
<tr>
<td><strong>Tables/Desks</strong></td>
<td></td>
</tr>
<tr>
<td>Lounge and Coffee Tables</td>
<td>2</td>
</tr>
<tr>
<td>Small Table</td>
<td>1</td>
</tr>
<tr>
<td>Children's Area Table</td>
<td>1</td>
</tr>
<tr>
<td>Computer Table</td>
<td>1</td>
</tr>
<tr>
<td>Library Work Table</td>
<td>1</td>
</tr>
<tr>
<td>Board Room Modular Tables/section</td>
<td>10</td>
</tr>
<tr>
<td>Folding Tables</td>
<td>2</td>
</tr>
<tr>
<td><strong>Lamps</strong></td>
<td></td>
</tr>
<tr>
<td>Fixtures Only</td>
<td></td>
</tr>
<tr>
<td><strong>Bookshelves</strong></td>
<td></td>
</tr>
<tr>
<td>Fixed Shelving - Perimeter (New 3 foot sections)</td>
<td>13</td>
</tr>
<tr>
<td>Fixed Shelving - Perimeter (New 3 foot sections)</td>
<td>7</td>
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<tr>
<td>Fixed Shelving - Interior (New 3 foot sections)</td>
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<tr>
<td>Fixed Shelving - Interior (New 3 foot sections)</td>
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<tr>
<td>Fixed Shelving - Teen Room</td>
<td>5</td>
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<tr>
<td>Fixed Shelving - Other</td>
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<tr>
<td>Shelving (Audio Visual)</td>
<td>1</td>
</tr>
<tr>
<td>Giraffe children's book shelf</td>
<td>1</td>
</tr>
<tr>
<td>Tall Wooden Shelves (Approx. 6 Feet)</td>
<td>1</td>
</tr>
<tr>
<td>Rolling Book Blocks</td>
<td>1</td>
</tr>
<tr>
<td>Book Carts</td>
<td>2</td>
</tr>
<tr>
<td><strong>Office Equipment</strong></td>
<td></td>
</tr>
<tr>
<td>4 Drawer Vertical filing cabinet</td>
<td>1</td>
</tr>
<tr>
<td>3 drawer lateral filing cabinet/Storage Unit</td>
<td>1</td>
</tr>
<tr>
<td>3-hole punch</td>
<td>1</td>
</tr>
<tr>
<td>stapler</td>
<td>1</td>
</tr>
<tr>
<td>tape dispensers</td>
<td>2</td>
</tr>
<tr>
<td>Printers - HP pro M277DW (Colour)</td>
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</tr>
<tr>
<td>Printers - HP Laser Printer (Black only)</td>
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</tr>
<tr>
<td>Receipt Printer</td>
<td>1</td>
</tr>
<tr>
<td>Printer Carts</td>
<td>1</td>
</tr>
<tr>
<td>Computer Stations</td>
<td>3</td>
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<tr>
<td>Computers</td>
<td>5</td>
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<tr>
<td>Monitors</td>
<td>5</td>
</tr>
<tr>
<td>Keyboards</td>
<td>5</td>
</tr>
<tr>
<td>Copier - Large digital</td>
<td>1</td>
</tr>
</tbody>
</table>
Speakers 4  
Mouse (Computer) 4  
Cordless Telephone System 1  
Fax Machine 1  
Document Shredder 1  
Paper Cutter 1  
Rolling Filing Stool 1  

**Miscellaneous**  
Fire Extinguisher 1  
Flag standard and flags 1  
Clock 2  
Area Rugs 2  
Wall Mirrors 2  
Paintings 6  
Christmas Tree (Pre-lit) 1  
Seasonal Decorations  
Various small tools  

**Janitorial**  
Assorted Brooms, Mops Etc.  
Mop Pail 1  
Vacuum Cleaner 1  
Heavy Duty Step Ladder 1  

**Kitchen Equipment**  
Water Cooler 1  
Commercial Coffee Maker and Carafe 1  
Insulated Tea Pot 1  
Coffee Maker (Non-Commercial) 1  
Electric Kettle 1  
Refrigerator 1  
Slow Cooker/Buffet Warmer (Bravetti) 1  
Kitchen Coffee Cart 1  
Toaster 1  
Assorted Mugs and Dishes  
Assorted Cutlery and Utensils  

**Program Equipment**  
Piano (Yamaha) with Bench 1  
Flip Chart 1  
Television 1  
VCR/DVD Player 1  
World Globe - Lighted 1  
Assorted plastic storage containers 5  
Audio Visual Shelving 3  
Podium with Microphone 1  
Electric Screen 1  
Head Phones 2  
Rotary Paper Cutter 1  
Laminator and Supplies 1  

Page 37 of 54
Overhead Projector | 1
LCD Projector | 1
Wall mounted speakers | 2
Binding System | 1
Speakers | 2
Various talking books

**Outdoor Furniture Etc.**
Garbage Cans | 2
Garbage Stands | 1
Out Door Bench (Green Metal) | 2
Outdoor Picnic Table (Heavy Green Metal) | 1
Locked Bulletin Board | 1
Hose Reel and Watering Hose | 1
Rain Barrel | 1
Various shovels/Ice scrapers etc.

**Fixtures - Built in Furniture - Part of Building**
Circulation Desk and Storage Wall | 1
Kitchen Cupboards and Coffee Centre
Various Attached Storage Shelving

Books (Approximate Count) | 10,984
Lakedell Area Community Library Society  
2018 Budget Year and Proposed 2019 Budget

<table>
<thead>
<tr>
<th></th>
<th>2018 Actual</th>
<th>2018 Budget</th>
<th>Variance</th>
<th>2019 Budget</th>
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<tbody>
<tr>
<td>Grants - County</td>
<td>$16,904.42</td>
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<td>$404.42</td>
<td>$17,500.00</td>
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<td>Funding (Summer Villages and Yellowhead R.L.)</td>
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<td>$7,000.00</td>
<td>$1,113.95</td>
<td>$8,000.00</td>
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<tr>
<td>Donations and memberships</td>
<td>$5,677.50</td>
<td>$6,000.00</td>
<td>($322.50)</td>
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<td>Rental Revenue</td>
<td>$16,070.00</td>
<td>$16,000.00</td>
<td>$70.00</td>
<td>$16,000.00</td>
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<tr>
<td>Fundraising</td>
<td>$1,450.30</td>
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<td>($549.70)</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Casino (Net)</td>
<td>$23,998.35</td>
<td>$0.00</td>
<td>$23,998.35</td>
<td>$0.00</td>
</tr>
<tr>
<td>Book Clubs</td>
<td>$342.90</td>
<td>$450.00</td>
<td>($107.10)</td>
<td>$450.00</td>
</tr>
<tr>
<td>Book Sales</td>
<td>$1,993.95</td>
<td>$2,000.00</td>
<td>($6.05)</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Book fines and lost books</td>
<td>$239.34</td>
<td>$250.00</td>
<td>($10.66)</td>
<td>$250.00</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$326.85</td>
<td>$225.00</td>
<td>$101.85</td>
<td>$225.00</td>
</tr>
<tr>
<td>Interest Income</td>
<td>$3,315.04</td>
<td>$3,300.00</td>
<td>$15.04</td>
<td>$3,300.00</td>
</tr>
<tr>
<td><strong>Total Receipts</strong></td>
<td><strong>$78,432.60</strong></td>
<td><strong>$53,725.00</strong></td>
<td><strong>$24,707.60</strong></td>
<td><strong>$55,725.00</strong></td>
</tr>
</tbody>
</table>

|                                |             |             |          |             |
| Book Purchases                 | $369.22     | $1,000.00   | $630.78  | $1,000.00   |
| Advertising and Public Relations | $0.00      | $150.00     | $150.00  | $150.00     |
| Library and program supplies   | $748.31     | $600.00     | ($148.31)| $600.00     |
| Wages and Statutory benefits   | $26,155.34  | $26,000.00  | ($155.34)| $27,000.00  |
| Telephone and Fax              | $1,591.35   | $1,400.00   | ($191.35)| $1,600.00   |
| Training, Travel and Meals     | $102.00     | $100.00     | ($2.00)  | $100.00     |
| Office Expenses                | $435.20     | $600.00     | $164.80  | $500.00     |
| Insurance                      | $2,179.01   | $2,400.00   | $220.99  | $2,400.00   |
| Utilities                      | $4,272.70   | $3,600.00   | ($672.70)| $4,500.00   |
| Depreciation of Fixed Assets   | $36,983.73  | $36,200.00  | ($783.73)| $37,000.00  |
| Maintenance & Repair           | $3,549.33   | $6,000.00   | $2,450.67| $6,000.00   |
| **Total Disbursements**        | **$76,386.19** | **$78,050.00** | **$1,663.81** | **$80,850.00** |

| Surplus/(Deficit) before Capital Expenditures | $2,046.41 | ($24,325) | $26,371.41 | ($25,125.00) |

| Building Renovations           | $0.00       | $0.00      | $0.00     | $0.00       |
| Sewer Installation             | $6,848.21   | $12,000.00 | $0.00     | $8,000.00   |
| Landscaping and Outdoors       | $0.00       | $0.00      | $0.00     | $0.00       |
| Furniture, Fixtures and Equipment | $931.72   | $1,000.00  | $68.28    | $3,400.00   |
| **Net Capital Expenditures**   | **$7,779.93** | **$13,000.00** | **$5,220.07** | **$11,400.00** |

| Net Surplus (Deficit)          | ($5,733.52) | ($37,325.00) | $31,591.48 | ($36,525.00) |
## Lakedell Area Community Library Society
### Statement of Operations
#### For the year ended December 31, 2018

**Receipts:**
- Grants - County: $16,904.42
- Funding (Summer Villages and YRL): $8,113.95
- Donations and memberships: $5,677.50
- Rental Revenue: $16,070.00
- Fundraising: $25,448.65
- Clubs (Knitting & Book): $342.90
- Book Sales: $1,993.95
- Book fines (lost books): $239.34
- Miscellaneous: $326.91
- Interest Income: $3,315.04
**Total Receipts:** $78,432.66

**Disbursements:**
- Training and travel: $102.00
- Book Purchases: $369.22
- Library and program supplies: $748.31
- Contracts/Honorariums/Wages: $26,155.34
- Telephone and Fax: $1,591.35
- Office Expenses: $435.20
- Insurance: $2,179.01
- Utilities: $4,272.70
- Alarm System: $307.50
- Janitorial Supplies: $29.72
- Depreciation: $36,983.73
**Total Disbursements:** $76,386.19

**Surplus(Deficit) before Capital Expenditures:** $2,046.47

**Net Capital Expenditures, 2018:** $7,779.93
**Surplus(Deficit):** ($5,733.46)

### Balance Sheet
#### As at the year ended December 31, 2018

**Assets**
- Bank Accounts: $367,109.97
- Accounts Receivable: $4,155.59
- GST rebates rec'l: $219.07
- Fixed Assets: $270,678.03
**Total Assets, December 31, 2018:** $642,162.66

**Liabilities and Net Assets**
- Accounts Payable: $0.00
- Deferred Revenue: $0.00
- Rental Deposits: $1,275.00

**Net Assets, December 31, 2017:** $638,841.19
**Increase(decrease) in net assets:** $2,046.47
**Net Assets, December 31, 2018:** $640,887.66

**Liabilities and Net Assets, December 31, 2018:** $642,162.66

Prepared and Certified Correct January 31, 2019

Jean C. Glasier B.Admin. CPA #07198, Treasurer

Audited and Certified Correct  March 11, 2019

James Duggan, Director

Meeting Date (Report Reference Only): 2018/09/27

Meeting (Report Reference Only): Library Board

Background

A copy of the November 3, 2018 Annual General Meeting minutes and the December 19, 2018 and March 20, 2019 regular meeting minutes for the Lakedell Area Community Library Society have been provided for review by the County of Wetaskiwin Library Board.

Recommendations

Administration recommends that the County of Wetaskiwin Library Board accept the November 3, 2018 Annual General Meeting minutes and the December 19, 2018 and March 20, 2019 regular meeting minutes for the Lakedell Area Community Library Society as information.

Recommended Resolution

that the County of Wetaskiwin Library Board accept the November 3, 2018 Annual General Meeting minutes and the December 19, 2018 and March 20, 2019 regular meeting minutes for the Lakedell Area Community Library Society as information.
Vice President Shelagh Slater welcomed everyone and called the meeting to order at 1:02 PM.

AGENDA: Chris moved that the agenda be adopted with additions; Cheryl seconded. All in favor.

NEW MEMBERS: We are happy to announce that we have two new members wishing to join the society. Janet nominated Karen Laycock; Chris seconded. All in favor. Bonny nominated Geri Gregg; Yvonne seconded. All in favor. A warm welcome to you both from the board and society.

MINUTES from the 2017 AGM: Jeanne presented copies of last year’s minutes, and moved that they be received and adopted; Janet seconded. All in favor.

TREASURER’S REPORT: Jean presented a copy of the audited Statement of Operations for the year ended December 31, 2017. As there is a GIC coming due later this month, she moved that we renew it at the best interest rate she can get from the bank at this time. Janet seconded; all were in favor.

CORRESPONDENCE: There were two emails from Sheila at County Library Board: 1) 2019 Shifting Services for Inclusivity Symposium to be held in Edmonton Feb 21-22. It’s a free event, with registration beginning in December. 2) Miranda Maguire from Public Library Services Branch, Dep’t of Alberta Municipal Affairs has sent out an "Evaluation and Assessment Survey" which we need to complete by next Friday, Nov. 9. We need to find out how many people we service; check with YRL and County. The librarian keeps track of how many patrons visit each day.

STANDING AGENDA ITEMS:
A. Fundraising:
1. Bottles and Cans: Approximately $2500 for 2018 at present. With Duggan's away, Mieske's have been collecting from Adair's bottle shed and the Village Car Wash. Bonny asked if anyone else would be able to help take them to the depot? Jeanne, Chris, Arlene, and Marilyn all indicated they are willing to help.
2. Donor Wall: Yvonne has one possible donor.
3. Quilt Raffle: Bonny has a permit from AGLC to do this at the Open House on Nov. 29. There are 80 tickets at $2.00 each. If you can, please take some to sell before the Open House. Bonny explained we now have an AGLC account that will allow us to do raffles up to $10,000.

4. Christmas Table Centre Workshop: Fri Dec 14, from 7-9PM and Sat Dec 15 from 1-3PM. Bonny has offered to demonstrate the art of making a centerpiece using live greens for $25. The signup sheet is available today, and Chris will advertise it on Facebook and the Pigeon Lake Positive Page. The public can also sign up at the library with our librarian.

B. Maintenance: Bob M. brought us up-to-date on the progress of the Ma-Me-O Beach sewer system. All of the main lines are in, and ten residences are fully connected. There was an engineering issue with the heat trace connection, and they had to stop work at the Community Centre valve until it is fixed. We are hopeful that the library will be connected in the next two weeks, and that will mean that the connection to our building's two tanks will be fixed permanently. We had a sewer backup a couple of weeks ago which Cheryl M (acting librarian) and Bob M had to deal with. Huge thanks to both for going above and beyond the normal maintenance and repairs that we deal with!!

C. Outreach Programs:
1. On-going: Two book clubs and knitters' group on Wednesday afternoons.
2. Planned: We are actively looking into the feasibility of offering a 'Parent and Tot' reading program at the library this coming year. Volunteers are Darcy, Janet, and Karen. Further discussion at our next meeting in December. Also we will offer an 'Art Evening' once a month, and see if there is enough interest. Advertising for all of our activities will be done on Facebook and Pigeon Lake Positive Page.

D. Computer Programs:
1. Six computer programs were offered this fall (presenter was Dan deWolf in conjunction with Wetaskiwin Continuing Education) but we only had enough registrants for two of them.
2. FYI, there will be a word processing program offered Nov. 19, Nov. 26, and Dec. 3/18 -- a total of 18 hours, in Wetaskiwin. Cost is $80; contact Colleen at 780-352-7257 if you are interested.

BUSINESS ARISING FROM THE MINUTES AND OLD BUSINESS:
A. Becoming Connected to the Community:
Jeanne provided a summary of events with library participation this summer/fall. We attended five farmers' markets this June and July (15 hours) to advertise our annual book sale at the Village and the July Summer Reading Program. Book sale preparation took many hours as well; we had almost the entire board and society members helping with the actual sale - a seven-hour day for some of us. We had a 'mini book sale' at the library during Ma-Me-O Days. Our last summer event was reading to children at the Pigeon Lake Watershed's "Love the Lake Day" in August. A very successful three-hour stint for the three volunteers, as we reached out to many summer visitors who did not realize there was a library in our area. A huge thanks to everyone who helped with our busy summer schedule.
B. Website Updates: Our library website is updated as required by YRL. We could advertise some of our 'happenings' on the website, but with Opal on leave it is difficult at the moment.

C. Facebook Accounts:
   1. We set up our own Facebook page "Pigeon Lake Library Happenings" this fall. Thanks to Dan deWolf for his advice, Chris and Bonny for getting this started. We want to keep this up-to-date with whatever is going on in the library. One suggestion is to mention new book titles as they come in, especially best sellers, as well as mentioning what our book clubs are reading.
   2. Pigeon Lake Positive Page: We have been posting on this community page for a couple of years, especially to advertise our bigger events and fundraisers, and have had good feedback from its users.

D. Summer Reading Program 2019: No theme yet, but Elizabeth Gauthier has indicated she would like to return as our summer student, so that is very good news.

E. Christmas 2018: The Christmas Open House is being held on Thursday, Nov. 29 from 7-9 PM. The planning committee will be meeting following the AGM; please stay if you have any questions. Decorating the library is planned for Friday, Nov. 23 at 10 AM, to be followed by a potluck lunch. Bring new or gently used scarves, mitts, gloves, toques and hats for the tree -- we will deliver them to NOW in Wetaskiwin for Christmas distribution. Donations of new personal items are also needed, as well as non-perishable food items.

F. Cannabis Round Table Discussion: This will be held on Friday Nov. 16 from 2-4 PM at the Ma-Me-O Beach Town Hall. Two guest speakers, one from the AB government, and Connie Maitland (Public Nurse Practitioner) will endeavor to answer any questions that may come up.

G. New Children's Books Purchased: Bonny, Shelagh, and Jeanne traveled to Edmonton on October 17 to look at some new children's books that were being made available at a discount to libraries in the Edmonton area.

NEW BUSINESS:

A. County Report for the Library: We were pleased that Floyd Johnson could join us again this year to speak about County library issues. They recently held their AGM, and Kevin Dodds from YRL attended. Floyd asked if we had received a questionnaire concerning the annual cost of shifting library books between the many libraries around the province? We had not heard about this, so he explained the annual cost is approximately $750,000, and the government is looking for ways to reduce this. Also, he mentioned that with more than 10,000 residents, the County has to employ a librarian to look after all of the libraries in the county.

On a different topic, he mentioned that the Peace Hills Bingo Association is looking for a new group to help organize and run (provide workers) for 2019, and would we be interested? We will discuss this at our next meeting.

B. Christmas Card at the Village Fundraiser: Yvonne is willing to do this again, if someone will undertake to set up the sign.
C. Community Calendar Update 2019: Jeanne has made up a calendar with our Nov-Dec '18 events, and also some of the plans and events for 2019. We have also been wondering if there is a way to showcase all of ours, as well as the area's community events on one (social media?) platform? Further discuss next year.

D. Volunteer Hours: Please fill in your hours before the end of the year, as that information is required for a survey from Municipal Affairs. Thank you, one and all!

E. President's 2018 Message: Bonny thanked everyone for all that they do, and have done this year, to help the library become more integral to our community. She feels like this was a very good year but we can't rest on our laurels. One thing she is very happy about is the change from board meetings to general meetings. As well, she has put forward the idea of a future LIBRARIAN MANAGER, as is the case with the Millet Library. 2019 is her last year as President, and she is looking forward to fewer responsibilities. Shelagh, our VP, will be chairing some of the meetings in 2019, and when she's not available, Jeanne will lend a hand.

Next AGM will be held on November 2, 2019.

Meeting Adjournment: Yvonne moved that the AGM be adjourned at 2:45 PM. All in favor.

Respectfully submitted,

Jeanne Seneka, Secretary
Attending this meeting:

Board Members: Yvonne Adair, Barb Dreichel, Janet Hutsulak, Bonny Mieske, Jeanne Seneka, Shelagh Slater.
Society Members: Chris Browse, Geri Gregg, Karen Laycock, Darcy MacNaughteon, Bob Mieske.

Call to order and welcome: VP Shelagh Slater welcomed everyone and called the meeting to order at 10:00AM.

AGENDA: Barb moved the adoption of the agenda; Yvonne seconded the motion. All in favor.

MINUTES from the October 17, 2018 general meeting: Jeanne presented the minutes, and moved that they be received and adopted; Chris seconded. All in favor.

TREASURER'S REPORT: Jean will report on the final quarter at our first meeting in 2019.

CORRESPONDENCE: We received two emails from Sheila Suetta at County Library Board: one regarding the upcoming seminar in February in Edmonton - asking anyone to register as soon as possible due to limited availability. The other one is a brochure for an upcoming "Youth Write" workshop.

STANDING AGENDA ITEMS:

A. Fundraising:
1. Bottles and Cans: We will have a total for 2018 at the first meeting in 2019.
2. Donor Wall: There were three donations for $100 each; one is a new addition (Langelle).
3. Quilt Raffle: From our Christmas Evening, we made $161.25. Thanks to the Ma-Me-O sewing group for this donation.
4. Christmas Table Centre Workshop: Thanks to Bonny for arranging this, as well as leading it. All the participants were very happy with their take-home project, and we made $143 -- plus we gave one centrepiece to Chef’N as a thank-you for their donation to our Christmas Open House, our two librarians and custodians.
5. Community Christmas Card: Thanks to Yvonne and her helpers (Barb and Elwin), we made $1430 on this project.

B. Maintenance: Bob M. provided an update on the Regional Waste Water and Sewer System Connection. Unfortunately, due to circumstances beyond our control, the connection to the library was not completed before the ground froze; we are number one on the list awaiting spring hookup.
C. Outreach Programs:

1. Updates:
   -- Two Book Clubs (ongoing)
   -- Knitter's group (fewer attendees than past year)
   -- Little Lions Read Along - Karen has made posters and dropped them off at area schools. Janet will make up a rota after we see how many volunteers we sign up today. We would like to start mid-January, so advertising needs to be started immediately.
   -- Art Club - No one signed up during November or December, so Jeanne will prepare an announcement for the PLPP and our Facebook pages. She will gauge what interest there is, and try starting on Wednesday evenings in mid-January.

2. Potential Outreach? -- Expert Speaker Series: Geri has come up with an idea to bring more people into the library, and especially people who have not come regularly, or at all before. We have a very diverse community with many interests, and we hope to set up a monthly evening where someone is willing to share their passion with others. A sub-committee consisting of Geri, Darcy, Shelagh, Chris and Janet will get together and discuss possible speakers, dates, and times.

D. Computer Programs: Bonny will call Charleen in January, and check to see what is available this winter (perhaps something on resume writing?) Opal has helped the odd person with that.

BUSINESS ARISING FROM THE MINUTES AND OLD BUSINESS:

A. Summer Villages' Council Meetings: Shelagh has spoken to Sylvia Roy about the January dates and times for their first meetings of 2019. This is an opportunity for the library to put forth our case for regular, annual funding from each village, and she has prepared a short presentation. Anyone who would like to accompany her would be welcome.

B. Becoming Connected to the Community: We had a request from the Ma-Me-O Seniors Club to become a hub of information for all volunteer groups in our area. After discussion, we decided that this would be quite a bit of extra work for our librarian, so Bonny will pass our refusal on to them. If we are given a contact list from other community groups, we will pass out those numbers.

C. Website Updates: YRL has been updating our library website; we will check with them and see if our librarian can also have admin authority for doing our own updates as needed.

D. Facebook Accounts: Chris acts as the main administrator for our PL Library Happenings page, posting news and upcoming events. Posts on PL Positive Page can be done by anyone with a FB account.

E. Christmas 2018: Thanks to the Christmas committee (Jeanne, Arlene, and Darcy) for organizing the library’s Christmas Open House, and to everyone who attended and helped prepare for the evening. Special thanks to the artisans who participated, and all those who made donations to the Food Bank and NOW. Thanks to Arlene and Barb for volunteering to take these donations to Wetaskiwin today.
F. Working Bingos at Peace Hills: Floyd Johnson asked at the November AGM if we were interested in joining their volunteer list for 2019, and we hadn't had a chance to discuss this. We decided that our group is too small to take part in this, so Jeanne will let Sue Gibson and Floyd know our decision as quickly as possible.

NEW BUSINESS:
A. Christmas Hours: We will open from 11AM - 3 PM both Christmas Eve and New Year's Eve; and our regular hours on Thurs Dec 27.
B. Librarian Update: Opal Taylor will come in on Jan. 2/ 2019 to start working on the year-end numbers, and would like to begin working full-time again in February. So Cheryl McKerrall's last day will be January 31. We are so very grateful that she was able to cover for Opal during the last five months.

VOLUNTEER HOURS: Please fill in your hours today; it is the last time to be counted in for 2018!

Next General Meeting: We have decided on February 20, 2019 at 10:00 AM.

ADJOURNMENT: Janet moved that we adjourn at 11:10 AM. See you next year!

Respectfully submitted,

Jeanne Seneka, Secretary
Attending this meeting:
Board Members: Yvonne Adair, Jean Glasier, Janet Hutsulak, Jeanne Seneka, Shelagh Slater.
Society Members: Chris Browse, Geri Gregg, Marilyn King, Darcy MacMaughton.

Call to order and welcome: VP Shelagh Slater called the meeting to order at 10:00 AM.

AGENDA: Yvonne moved the adoption of the agenda; Janet seconded. Carried.

MINUTES from February 20, 2019 meeting: Jeanne moved that they be received and adopted; Chris seconded. Carried.

TREASURER'S REPORT: After discussion, Jean moved the 2019 budget be received and adopted; Janet seconded. Carried.
Jean mentioned that "Statement of Operations for the year ended Dec. 31, 2018" has been audited by Jim Duggan.

CORRESPONDENCE: There was information about the June 4/19 Falun Seniors' Wellness Conference, which we will be attending as usual.

STANDING AGENDA ITEMS:

A. Fundraising
1. Bottles and Cans: No amount available for 2019 yet. Chris will advertise on the PL positive page to remind people they can donate either at Adair’s or drop them off at the Village Car Wash.
2. Donor Wall: $100 minimum donation. No new names this month.
3. Summer Village Councils' budget discussions: They are setting their budgets this month; we are hoping for good news.

B. Maintenance
1. Update on Regional Wastewater/Sewer System connection: Still first in line for spring hook-up; if thawing is early, it may be by the end of April. The main sewer line at Ma-Me-O experienced a malfunction this winter, but repairs are currently underway.
2. Maintenance at the Village Administration Offices: The front door was replaced by Lanko. Brandon Stewart replaced the sink in the bathroom, but the sink drainage line repair has not been completed yet.
3. Addition/modification to Donor Wall: Thanks to Arlene for painting, and Bob M. for installing this.
4. Equipment update: We discussed the possibility of purchasing a new projector as Shelagh has priced them at a couple of stores. Chris suggested that a new laptop computer, compatible with any projector that we buy, would most likely be all that is needed for several years. The board approved the purchase of a new projector under our $500 limit.
5. Library's front door lock replaced/New key distributed to members: lock and keys are working well.
C. Outreach Programs
1. Ongoing -- Two Book Clubs
   -- Knitters’ Group
   -- Art Club
   -- Little Lions Reading Group: Darcy will re-format a survey that we will post on our Facebook pages; asking parents/guardians to rate this new program, and see if there is interest in continuing through the summer.
   -- Speaker Series: Geri mentioned several people in the area who have expressed interest in presenting their topic to the community. The next one will be about genealogy; the speaker is Alice Hoyle, president of the Wetaskiwin Genealogy Society.
2. Saturday Opening Trial continues: Opal reported that the previous Saturday was a little busier with five people, but we hope for more as the weather improves. Perhaps we need to advertise a special activity for each one?

BUSINESS ARISING FROM THE MINUTES AND OLD BUSINESS:
A. Becoming connected to the community: Shirley Hauptman's request for story readers on July 6, from 11 AM - 2PM. The theme will be 'camping'; we will provide the books.
B. Facebook accounts: Thank you to Geri and Chris for their regular posting and monitoring of these two pages. Advertising is becoming more critical as we try to expand our services.

NEW BUSINESS:
A. Pigeon Lake Library Annual Calendar Review of Scheduled and Anticipated Activities: We had a quick discussion about what is coming up in the next four months (typically our busiest time needing volunteers). We need to make up hand outs advertising our activities and special events during the summer - they would be sent to the area schools in early June. It would be great to have some children's bookmarks to give out to the students as well; Jeanne will check with CopyKats for ideas for bookmarks as well as personalized PLPL thank you cards.
B. Annual Used Book Sale discussion: Jeanne will continue to chair this project, with Arlene and Janet as her deputy chairs, but we can use all the help we can get to sort through all the expected donations. We discussed the decisions that will be made regarding the acceptable age (5 years for NF?) of donated books which could be incorporated into our library. General sorting will begin around mid-May; the book sale is on Saturday, July 6 from 8 AM (setup) to 3 PM (take down).
C. Volunteer Hours: Please keep track of your hours and mark them in the book. Thank you.

LIBRARIAN’S REPORT: Opal mentioned that after last Monday's shutdown by YRL for upgrading, the system is working better and faster.

Next General Meeting will be held on Wednesday April 17, 2019 at 10:00 AM.

ADJOURNMENT: Yvonne moved we adjourn at 11:20 AM.
Respectfully submitted,

Jeanne Seneka, Secretary

Meeting Date (Report Reference Only): 2019/06/27

Meeting (Report Reference Only): Library Board

Background

Copies of the minutes from the Winfield Library Annual General and Regular Meeting held on April 15, 2019 have been provided for review by the County of Wetaskiwin Library Board.

Recommendations

Administration recommends that the County of Wetaskiwin Library Board accept the minutes from the Winfield Library Annual General and Regular Meeting held on April 15, 2019 as information.

Recommended Resolution

that the County of Wetaskiwin Library Board accept the minutes from the Winfield Library Annual General and Regular Meeting held on April 15, 2019 as information.
Winfield Community Library Association

AGM – April 15/19

1. Call to order at 10 am.

Present: Chris Woods, Carol Vandersteen, Joyce Brown, Winnie Willows, Lisa Grover, Judy Goodkey, Chris Patten, Ashley Feldberg.

Apologies: Pat Norland, Carolyn Schwindt, Doreen Hellervik

2. Approval of agenda: Chris Patten made a motion to approve the agenda.

3. Minutes of the previous meeting: Chris Patten made a motion to accept the minutes as presented. Lisa Grover seconded it. All in favor. Carried.

4. Treasurer’s Report: Marla Wheale made a motion to accept her report as given. Lisa Grover seconded it. All in favor. Carried. Chris Patten made a motion to have Karen Rylance audit the books for AGM 2020. Winnie seconded it. All in Favor. Carried.

5. Old Business: There was none.


7. Election of Officers: Judy Goodkey asked if everyone was willing to stay on for another term. All agreed. First call for any nominations. Second call for any nominations. Third call for any other nominations. Lisa Grover made a motion for nominations to cease. All current positions will remain the same by acclamation.

8. Budget: Judy Goodkey made a motion to accept the budget as presented. Seconded by Carol Vandersteen. All in favor. Carried.

Adjournment: Lisa Grover made a motion to adjourn the meeting.

Next Meeting: TBA
Winfield Community Library

General Meeting – April 15/19

1. Call to Order: Chris Woods called the meeting to order.

Present: Chris Woods, Carol Vandersteen, Joyce Brown, Winnie Willows, Lisa Grover, Marla Wheale, Chris Patten, Ashley Feldberg, Judy Goodkey.

Apologies: Carolyn Schwindt, Doreen Hellervik, Pat Norland.

2. Approval of Agenda: Marla Wheale move to approve the agenda with some additions.

3. Minutes of the previous meeting: Chris Patten made a motion to accept the minutes as presented. Seconded by Ashley Feldberg. All in favor. Carried.

4. Treasurer’s report: Marla made a motion to approve the treasurer’s report. Seconded by Chris Patten. All in favor. Carried. Chris Patten made a motion to have Karen Rylance to audit the books. Seconded by Winnie Willows. All in favor. Carried. Carol Vandersteen made a motion to pay any outstanding bills for the year. Winnie Willows seconded the motion. All in favor. Carried.

5. Old Business:

5.1 Volunteer Luncheon – Brenda Doupe from the Wetaskiwin Library Board and Kathy Rooyakkers from the County attended. There was mixed feelings about the meal.

5.2 By-laws are still being approved.

5.3 Children’s author – Chris Patten confirmed with Nickie Brooke to come before the school year is done on a Wed. night. Joyce will give some dates. Other authors were suggested. A list of names will be given to Joyce Brown.

5.4 Library Board Basics – There are none coming up.

5.5 FCSS grant – Lisa Grover applied but has not heard anything as of yet.

6. Librarian Report:

• Jasper Conference is in 2 weeks.
• Jeannie steam cleaned the carpets. Carol Vandersteen made a motion to get a $50 gift card for Jeannie as a thank you. Seconded by Marla Wheale. All in favor. Carried. Carol will pick it up.
• School bingo is underway until June 1. The kids are enjoying it.
• Joyce discussed the possible changes to all libraries in the future (all libraries may require a manager) and what the County is looking at.
• We need to order a case of paper.
• The Library is sponsoring the school Easter Egg decorating. Three certificates of $6 each will be given to the winners of each grade to pick out a book.
Joyce will contact Yellowhead to see what other libraries might want the old shelves.
Joyce will order a magnetic sign for the outside door as well purchase a new label printer.

7. New Business:

7.1 Carol Vandersteen suggested we donate weeded books to a book store in Ponoka. Ashley Feldberg will drop them off.

Correspondence: none

Adjournment: Lisa Grover made a motion to adjourn at 1120 am.

Next Meeting - Sept. 16/19 at 10 am.