

**Provost Municipal Library Board
Minutes for Regular Meeting
September 18, 2023**

Call to Order Called to order at 7:03 Present at the meeting were Mike Hildebrandt, Jeremy Rehman, Kim Halushka, Mikaelae Charlton, Sue Wolkowski, and Ashley Spykerman

Agenda Mike moved to accept agenda as presented with the addition of: Reports: Donna Engle, as out-going manager

Minutes Jeremy moved to accept minutes from previous meetings

Correspondence Thank you card from Donna Engle to the Board

Reports

1. Donna Engle – Thank you to Board, Welcome to Ashley
 - suggestion to add to Policy Manual- Staff discipline procedure
 - suggestion to have a Board member as a communications liaison to smooth over communication gaps between Board, Manager, and Town

2. Librarian – Training is going well, Parkland has been very helpful
 - Megan has been a huge help in the management transition, continues to provide programming with Lego club starting in October
 - suggest Emergency Plan review – flood and continuity plan
 - the Town completed some plumbing repairs in the Library
 - discussion re: patron with continual damage, loss of Library material without compensation
We don't want to prevent borrowing, suggested to reach out to Parkland for suggestions.
 - We will re-instate fines for overdue materials for all patrons; monetary fine or bring a donation for the food bank
 - Library will have a table at Pumpkin Fest
 - The Library turns 75 next year – plan a celebration

3. Town – no report

4. MD Library Board – no report

5. Parkland – no report, Mike was removed by Parkland as our representative
 - tabled until next meeting

6. United Neighbourhood Connections – Megan attended June meeting
 - discussed upcoming programming, partnering with Seniors Lodge for programming
7. Financials – Sue moved to accept financials as submitted by Terena
 - Mike to check with Terena about continuing to approve accounts receivable

Old Business:

1. Welcome to Ashley Spykerman, gifts purchased for Donna's retirement and Come and Go Tea planned

MOTION: Mikaelae made a motion to reimburse Kim and Sue for gifts purchased for Donna's retirement.

- Carried unanimously

2. Plan of Service – Mikaelae ran through updates needed, discussion around revising goals. Mikaelae will send out a draft of new Plan of Service for Board approval

3. Policies – Kim presented updates, draft will be sent to Board for review and approval

4. Credit card for library purchases –

MOTION: Kim made a motion that we ask Terena to arrange a credit card in Ashley's name with a \$1000 spending limit for library purchases.

- Carried unanimously.

5. Mural in Children's Room – mural is complete and we are very pleased
 - Sue will arrange for payment to be made to Vlada as per our agreement
6. Security System – Ashley has contacted the security company as the alarm was continually beeping. She was advised that our contract had expired and they have not been in contact once Ashley asked a cost to upgrade the system. Mike will take this issue to the Town.

New Business:

1. Amisk Library's 100th Anniversary – Kim attended the event on behalf of Provost Library

MOTION: Sue made a motion to reimburse Kim for expenses for supper and event tickets to the Amisk event.

- Carried unanimously

2. Library Hours – based on patron survey and attendance, management suggested we shift hours that the library is open

MOTION: Sue made a motion to shift Library hours of operation to 11:00 to 5:00 from Monday to Thursday, and 10:00 to 5:00 on Friday starting on October 1, 2023.

-Carried unanimously

3. Canada Post Community Foundations Grant – Ashley will look into it

4. Library Emergency Plan Review - tabled

Next Meeting - October 16 at 6:30 pm

Adjournment – 8:35 pm

Submitted by Secretary Sue Wolkowski