

Falher Regional Intermunicipal Library Board Meeting Minutes

Monday, October 7th, 2019 – 7:00 PM Meeting at the LIBRARY

Attendees: Jackie Hockey, Raoul Johnson, Lindsay Brown, Natasha Smit
Regrets: Adele Parker, Lynn Farrell, Rita Boulet

Item	Topic for discussion	Motion	Action						
0.	Pre-meeting Social / Technical Support re: online documents 6:30 – 7:00								
1.	Meeting called to order @ 7:07 pm; motion to accept agenda	Raoul	Carried						
2.	<p>OLD BUSINESS</p> <p>A. Motion to approve June 3 Board & July 11 Committee minutes. Motion to approve September 17 Board Minutes.</p> <p>B. <u>Staff Update</u> – July & August written report accepted for Board information</p> <p>C. <u>Financial Items</u> (for Board information unless otherwise indicated)</p> <ol style="list-style-type: none"> 1. 2019 06 Financial Review and Statements for Board information; new proposed quarterly format reviewed and approved. 2. July and August activity and ending bank & investments. 3. Direct debit addition (ADT). 4. Current month bills / cheques for signature. 5. YTD Donations review completed. 6. Motion to use 2018 IT Reserve (\$625) for: <table style="margin-left: 20px; border: none;"> <tr> <td>a. Scanner replacement</td> <td style="text-align: right;">\$373</td> </tr> <tr> <td>b. Monitor replacement (circulation desk)</td> <td style="text-align: right;">\$114 (Sep)</td> </tr> <tr> <td>c. Shredder replacement</td> <td style="text-align: right;">\$138 (Sep)</td> </tr> </table> Shredder total cost is \$300; remaining \$162 CERC expense. 7. ATB updates – Motion to update signing authority, online banking authority and Mastercard authorized user & limit updates per attached written motion items 1,2,3. 8. Motion to continue use of Payweb online payroll service. 9. 2018 Carry Forward (project) balances incl. August costs Target to complete all by expenditures by November 30th, 2019, for final reporting to be done by yearend. <ol style="list-style-type: none"> a. CFEP unexpended balance b. Friends 2019/9 funding received; letter of thanks outlining proposed use of funds prior to yearend reviewed and approved by the Board. 10. Capital Planning Committee meeting date to be set <i>Budget must be approved at the Board November 4th meeting, to meet municipal 2020 funding request deadline of December 1st.</i> Note: Lindsay has agreed in principle to remain on this Committee for the initial meeting, if replaced as the Town representative at the 2019-20 organizational meeting. 	a. Scanner replacement	\$373	b. Monitor replacement (circulation desk)	\$114 (Sep)	c. Shredder replacement	\$138 (Sep)	<p>Natasha Lindsay</p> <p>4 –Tabled</p> <p>6 Raoul, 2nd Lindsay</p> <p>7- Natasha, 2nd Raoul</p> <p>8- Lindsay, 2nd Natasha</p> <p>9a. – Tabled (pending Friends confirmation requested use of funds – 9b.)</p> <p>10- Tabled</p>	<p>Carried</p> <p>Carried</p> <p>Carried</p> <p>Carried</p>
a. Scanner replacement	\$373								
b. Monitor replacement (circulation desk)	\$114 (Sep)								
c. Shredder replacement	\$138 (Sep)								
3.	<p>NEW BUSINESS</p> <p>A. Finance</p> <ol style="list-style-type: none"> 1. PLSB Operating Grant and IM transfer to McLennan <ol style="list-style-type: none"> 1. Red Tape Reduction Questionnaire 2. Correspondence / 2020 Budget impact: <ol style="list-style-type: none"> a. PLS – MD Advisory Board Terms of Reference Discussion – Board recommended including attendance at this meeting in 2020 budget and also that a Board Director be designated to attend in lieu of the Chair. b. AMSC Insurance Direction: Information for coverage quote will be provided assuming no changes to our existing activities. <ul style="list-style-type: none"> • PAL insurance (specialty event insurance) should be included in the cost of any special program as part of the cost of providing this service vs. including in our AMSC policy. 	Tabled for November	Carried Jackie will update PLS that we will host 2020.						

	<p>1. All non-used library shelving will be disposed by yearend. The Board's preference is to offer this shelving to other local non-profit groups at no cost, for scheduled pickup by November 30th as follows:</p> <ul style="list-style-type: none"> i. Other local non-profit groups (Falher, Donnelly, region) ii. Other PLS libraries iii. If there is no interest from i/ii, to local residents (a donation to the Library will be requested) <p>B. ADT Security Update & Temporary Callout Time Interval. Board Direction: Callout list members should reside in Falher. Minimum one available each week; preferred 2 – 1 Staff; 1 Board. Natasha is designated as backup for Lynn, and has been provided with a Library key and security code information.</p> <p>C. Board Recruitment</p> <ul style="list-style-type: none"> 1. Reviewed action items arising from Sep 17 Board Recruitment discussion, 30 second elevator speech and Board advert. Advocacy items initial review completed; recruitment & advocacy are ongoing discussion items. 2. 2020 Meeting Dates – Moved to change meeting date to the 1st Tuesday of each month starting January, 2020. 		<p>Jackie to send email to Donnelly Société, Grandma's Den, municipalities and PLS requesting response by Nov 15.</p> <p>Jackie to review ADT temporary callout process with Doreen & Lynn</p>
		Lindsay	Carried
4.	2019 REGULAR MEETINGS remaining: 7:00 pm at the Library as follows: Mondays - Nov 4 (2020 Budget), Dec 2		
5.	Adjournment @ 8:34 pm		

Board Action Items will be updated following this meeting, and placed in the Nov 4th meeting folder.