

**PORTAGE LA PRAIRIE REGIONAL LIBRARY
BOARD MEETING**

August 25, 2021 9:00 am

Present: Joe Masi, Sharilyn Knox, Kevin Blight, Rob Beckley, Leta Maksymyk, Jen Kendall, Sharon Nichol, Clarice Winter

Absent with regrets: Bryan Dion

1. Approval of Agenda

Sharilyn Knox moved:
Kevin Blight seconded:

The approval of the agenda with the addition of one item.

CARRIED

2. Approval of Minutes

Leta Maksymyk moved:
Kevin Blight seconded:

That the minutes of the June 9, 2021 meeting be adopted as distributed.

CARRIED

3. Approval of Financial Statements and Cheque Lists

Rob Beckley moved:
Sharilyn Knox seconded:

Approval of June cheque numbers 10135 to 10141 from TD Canada Trust and 1 to 13 from Stride Credit Union for a total of \$102,042.62 and CAFT for a total of \$20,714.51 and July cheque numbers 14 to 31 for a total of \$24,850.91 and CAFT for a total of \$22,088.23.
Approval of financial statements for June and July 2021.

CARRIED

4. Policies

a. Harassment Prevention Policy

The Harassment Prevention Policy needs to be reviewed yearly.

Sharilyn Knox moved:
Kevin Blight seconded:

Approval of the Harassment Prevention Policy as revised.

CARRIED

b. Violence in the Workplace Policy

The Violence in the Workplace Policy needs to be reviewed yearly.

Sharilyn Knox moved:
Leta Maksymyk seconded:

Approval of the Violence in the Workplace policy as revised.

CARRIED

c. Internet Policy

The ID requirement to use the computer has been removed.

Sharilyn Knox moved:
Rob Beckley seconded:

Approval of the Internet Policy as revised.

CARRIED

d. Library Code of Conduct Policy

Kevin Blight moved:
Leta Maksymyk seconded:

Approval of the Library Code of Conduct Policy as revised.

CARRIED

5. New Business

a. Letter provincial funding

The last provincial budget announced an increase of \$700,000 for library funding.

Sharilyn Knox moved:
Rob Beckley seconded:

To send a letter to the Honourable Cathy Cox regarding provincial funding.

CARRIED

b. Approval of 2022 Budget

Book Sale and donations will be included in fundraising. Library Automation Licenses and Technical Support Fees will be included in Rural Technology Grant.

We are not requesting an increase from the City and RM for our operating grants.

Rob Beckley moved:
Kevin Blight seconded:

That the budget for 2022 be accepted.

CARRIED

c. Reimbursements/Allowances

Currently mileage is reimbursed at .40/km.

Rob Beckley moved:
Sharilyn Knox seconded:

To set the reimbursement for mileage at .50/km for travel outside city limits.

CARRIED

There is currently no provided cell phone or reimbursement for the Director using a personal device.

Sharilyn Knox moved:
Leta Maksymyk seconded:

To set reimbursement at \$35 a month for Jen Kendall, our current Director using a personal device.

CARRIED

6. Librarian's Report

See attached report.

Leta Maksymyk moved:
Kevin Blight seconded:

To accept the librarian's report as presented.

CARRIED

7. Other Business:

1. It was decided to change Board Meeting times to 4 pm.
2. Sharilyn Knox moved:

Kevin Blight seconded:

That on October 6, 2021 Jen Kendall, Director's probationary period will be successfully completed and she will receive a salary increase *as outlined in her contract.*

CARRIED

8. Confirmation of next meeting:

Next meeting will be Wednesday, October 27, 2021 at 4 pm.

9. In-Camera Session

10. Adjournment:

The meeting was adjourned at 10:30 a.m.

Joe Masi, Chairperson

Clarice Winter, Secretary-Treasurer