

**PORTAGE LA PRAIRIE REGIONAL LIBRARY
BOARD MEETING**

October 27, 2021 4:00 pm

Present: Joe Masi, Bryan Dion, Sharilyn Knox, Kevin Blight, Rob Beckley, Leta Maksymyk, Jen Kendall, Sharon Nichol.

1. Approval of Agenda

Rob Beckley moved:
Leta Maksymyk seconded:

The approval of the agenda with the removal of 6b Provincial Funding.

CARRIED

2. Approval of Minutes

Sharilyn Knox moved:
Kevin Blight seconded:

That the minutes of the August 25, 2021 meeting be adopted as distributed.

CARRIED

3. Approval of Financial Statements and Cheque Lists

Sharilyn Knox moved:
Bryan Dion seconded:

Approval of August cheque numbers 32 to 50 for a total of \$32,723.04 and CAFT for a total of \$22,853.21 and September cheque numbers 51 to 76 for a total of \$86,507.66 and CAFT for a total of \$21,298.72.

Approval of financial statements for August and September 2021.

CARRIED

4. Consent Agenda

- a. Background Check Policy
- b. Staff Computer and Digital Platform Use Policy
- c. Program Policy

Rob Beckley moved:
Leta Maksymyk seconded:

The approval of items B and C.
Item A: Background Check Policy is tabled for a future meeting.

CARRIED

5. New Business

a. Christmas

i. Christmas Dinner

Clarice called restaurants for menus and prices for a Christmas Dinner.

We could do food at the decorating.
There was discussion of having Board members join staff that afternoon.
Refreshments will be provided.

Discussion of gift cards instead of a dinner.

Bryan moved:
Sharilyn seconded:

That gift cards be purchased for staff instead of Christmas Dinner.

CARRIED

ii. Holiday hours

The Library will close at 2 pm on November 20th to decorate the library.

There was a discussion regarding closing early on December 24th and 31st.
The staff will work a half day on those days.

b. Committees

i. Personnel Policies

Sharilyn Knox moved:
Rob Beckley seconded:

To appoint Leta Maksymyk and Kevin Blight to the Personnel Policy Committee.

CARRIED

ii. Safety Committee

Kevin Blight moved:
Sharilyn Knox seconded:

To appoint Rob Beckley to the Safety Committee.

CARRIED

iii. Outreach & Fundraising

Leta Maksymyk moved:
Rob Beckley seconded:

To appoint Sharilyn Knox and Bryan Dion to the Outreach & Fundraising Committee.

CARRIED

c. Provincial funding

We received a letter from Honourable Cathy Cox to notify us of an increase to our provincial funding. This amount is based on \$1.43 per capita and the increase will be \$28,998.97. They will also refund our CELA subscription so we will receive \$30,688.45.

Some suggestions to use the money:

1. Ancestry subscription
2. new computer tables and accessible chairs, study pods
3. moving the junior section to the front of the library, purchasing new furniture and shelving for that area
4. paint the MPR
5. Offsetting the cost of a discounted or free membership for local First Nations Residents.

Sharilyn Knox moved:
Bryan Dion seconded:

That for phase one, we redo the children's area and the MPR. The Director is authorized to spending up to a maximum of \$18,000 for the two projects.

CARRIED

6. Other Business:

a. Washroom

Paid the first invoice of \$34,346.

Received second invoice for the amount of \$36,666.64

Will receive a third invoice of \$5,757.80 for the holdback amount of the first two invoices.

Total amount to pay for the washroom project will be \$76,770.44

Received \$17,287 from the Building Sustainable Communities Grant.

Will need to transfer \$59,483.44 from the reserve fund to cover the remaining cost.

Will receive another payment of \$11,524 and will receive a GST rebate of \$3,423.16 in the New Year and will transfer those amounts back into the reserve.

Bryan Dion moved:

Rob Beckley seconded:

To transfer \$59,483.44 from the reserve for the washroom project.

CARRIED

b. Board Code of Conduct

Sharilyn Knox moved:

Leta Maksymyk seconded:

To adopt the Board Code of Conduct Policy.

CARRIED

7. Librarian's Report

See attached report.

Leta Maksymyk moved:

Kevin Blight seconded:

To accept the librarian's report as presented.

CARRIED

8. Next Meeting:

Wednesday, December 15th at 4:00 p.m.

9. In-Camera Session

10. Adjournment:

Sharilyn Knox moved that the meeting be adjourned at 5:40 p.m.

Joe Masi, Chairperson

Sharon Nichol, Assistant Director