

**Minutes
 March 14, 2019
 5:30pm – Library Theatre room**

ATTENDANCE:

Russ Garvey	David Little, chair
	Irene Way
Angie Surzyshyn	Grace Hooker
Lorie Fiddler	Scott Spicer
Rosalyn Howard	Larry Lattanzi
Cindy Stewart	Ken Kuryliw

Welcome Introductions

1. Introductions
2. Adoption of the Agenda

MOVED: Scott	SECOND: Angie	Passed
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3. Review of Minutes from Feb. 2019

MOVED: Larry	SECOND: Russ	Passed
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4. Business Arising from Last minutes -none
5. Financial: as of the end of January 2019.

INFORMATION ITEMS

1. Librarians Update :
 Ken can control the ordering of ebboks now. We have the highest turnover rate in the province but one of the lowest number of books per capita in the province.
 St. Andrews requested a presentation to council re reserve plan. David and Ken will coordinate on it.

2. Chair Report:

New financial report was liked. It was agreed both versions would be sent in April by Ken. Double checking visa and bank reconciliations as they are provided.

Question asked the Provincial Our way forward plan, can we use in our strategic plan? Library as cultural, tourism center.

3. Grant Update

Provincial operating grant – Already submitted, could come in April.

Foundation children's computers – Have arrived – \$8,500 Funding requested.

Municipal 1st quarter update – All arrived.

LSSD – Family connections collation update –Looks good for grant approval,

4. Strategic Plan – (Ros) – Ken will send out old plan, and SWOT completed. Date set as April 27th 10am to 1pm at the library.

5. HVAC service options/quote

Discussed options these three options. The Building has 41 pieces of equipment in the building. The cost was 1.1 million when building was built. We currently follow option A covering maintenance but not repairs. It clearly shows that a significant reserve is needed to cover the eventual repairs we will face.

A. The CPM II Agreement always includes the following:

- Test and inspect labor and expenses
- Preventive maintenance labor and expenses
- All travel and living expenses
- Miscellaneous supplies, lubricants and belts
- Maintenance of filters, water treatment, or other special equipment, if specifically stated in the agreement.
- DDC Preventative Maintenance

Current Agreement cost is \$17,233.20 Annually



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B. The GPM Agreement always includes the following:

- Test and inspect labor and expenses
- Preventive maintenance labor and expenses
- Repair labour and expense
- Trouble calls (emergency service) and labour expense
- Parts and components and labour for replacement
- All travel and living expenses
- Miscellaneous supplies, lubricants and belts
- Maintenance of filters, water treatment, or other special equipment, if specifically stated in the agreement.
- DDC Preventative Maintenance and repair.

Proposed Agreement cost is \$29,831.00 Annually

C. The GLP Agreement always includes the following:

- Test and inspect labor and expenses
- Preventive maintenance labor and expenses
- Repair labour and expense
- Trouble calls (emergency service) and labour expense
- Parts and components and labour for replacement
- All travel and living expenses
- Miscellaneous supplies, lubricants and belts
- Maintenance of filters, water treatment, or other special equipment, if specifically stated in the agreement.
- DDC Preventative Maintenance repair, and replacement.
- Equipment Replacement same for same.

Proposed Agreement cost is \$43,288.75 Annually

6. Provincial Arts Review

Not that relevant to libraries, see chairs comments.

Action Items:

7. Café Lease

MOVED: Larry	SECOND: Ros	Passed
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Motion to: “Approve and sign the three year lease with the Owners of Whimsy B, signed as presented.”

Name Whimsy B

April 2nd opening.

April 1st practice day.

May be open Sundays.

Same financial numbers as Ubuntu, 3 year lease need permission to paint or do changes.

Liability requested 5 million.

Common area is Library space, Whimsy B is just 225 sq ft behind gate.

8. Copier replacement discussion Thomas Sills grant

MOVED: Cindy	SECOND: Russ	Passed
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Copier does everything, copy, fax, scan print.

Old one service contract ends August 2019. Bridge port has a replacement for \$5500 and coping cost drops by 30% a savings of about \$500 a year.

Motion: To approve Ken to pursue a grant application from Thomas Sills Foundation for an amount of \$5,000 to replace existing copier. David Little will sign on behalf of the Board.

Adjourned:

ADDITIONAL ITEMS:

Special Meeting April 27th, 2019: 10am – 1pm

Next Regular meeting: April 11, 2019: 5:30 – 7:30pm