

**Minutes**  
**February 27<sup>th</sup>, 2017**  
**5:15pm - Board Meeting**

**ATTENDING**

Chair: Kristy Magnusson	David Little (regrets)
Angie Surzyshyn	Glen Basarowich
Barbara Knoll	Robert Ataman (regrets)
	Maureen Flynn
Darlene Swiderski (regrets)	Ken Kuryliw (non-voting)

**OPENING**

**Introductions:**

1. Adoption of the Agenda

<b>MOVED: Glen Basarowich</b>	<b>Second: Barbara Knoll</b>	<b>CARRIED: All</b>
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2. Approval of Minutes from January 16, 2017

<b>MOVED: Angie Surzyshyn</b>	<b>SECOND: Barbara Knoll</b>	<b>CARRIED: All</b>
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3. Business Arising from Last minutes - see discussion items

4. Financial: as of the end of January, 2017

<b>MOVED: Glen Basarowich</b>	<b>SECOND: Barbara Knoll</b>	<b>CARRIED: All</b>
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**Information Items:**

1. **Librarian report (see attached):**

The focus for January was on developing our virtual library services including upgrading the library software to the latest version, testing a new Google Chrome app and taking the Zinio magazine database live. A major effort to promote the virtual library will occur through February and March.

The audit is moving quickly. We expect it to be completed in record time allowing us to meet our Municipal requirements by March 31, 2017 and to apply for provincial funding the first week of April.

**2. Friends of the library:**

Kristy informed us about the Lego Group's fundraiser on April 21, 2017; Paint Nite (with wine). Board members are encouraged to participate. Tickets are \$45 plus tax. Maximum number of attendees is \$50.

**3. Grant update:**

Ken advised that the application to Family Connections for the \$4,000 Baby Time Program has been made. We no longer qualify for the \$500 storytime grant.

**4. Fundraising:**

The winner of our raffle has booked her vacation for the end of March. She will take photos that we can use to advertise our next raffle.

Maureen suggested a fundraising idea involving students writing articles about what they like about their community. The articles could be made into a book and sold.

**5. Tourism:**

The paperwork has been completed to separate Red River North Tourism from the Library. We will continue to support them by distributing their materials and will remain a tourist information site.

**DECISION ITEMS:**

**Secretary to the Board:**

Since Kathryn is no longer able to attend our meetings. Kristy asked for a volunteer from the Board.

**MOTION: TO APPOINT BARBARA KNOLL SECRETARY OF THE BOARD.**

<b>MOVED: Glen Basarowich</b>	<b>SECOND: Angie Surzyshyn</b>	<b>CARRIED: ALL</b>
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**Meeting with our local MLA:**

Ken, Kristy and Barbara met with MLA Alan Lagimodiere on January 20, 2017. Dr. Lagimodiere suggested that all rural libraries work together so their presentations are consistent. Ken will be contacting the other libraries to see if we are all on the same page with our facts and requests.

**Provincial Board Survey:**

The Board discussed the answers to Part I, Question 3 and Part II Question 16 in detail. Ken was given the Board's unanimous support to be forthright in answering the questions. Kristy called a meeting for March 1, 2017 from 11:00 to 2:00 for Board Members to work with Ken to answer the remaining survey questions.

**Board Manual, Guides and Policies:**

These documents have been placed in a dropbox for all Board Members with high speed internet to access and read. The dropbox is restricted to Board Members. Ken will place the documents on a USB key for Board Members who cannot access the dropbox.

**Audit:**

Ken explained the auditor's decision to change the reporting method to accrual for salaries this year. When the Library changed from cash basis accounting to accrual accounting several years ago, the salaries expense was not changed and had remained on the cash basis. This results in an unexpected accounts payable of just over \$18,000 in 2016. The 2016 salary expense will cover the period from December 20<sup>th</sup> 2015 to December 31, 2016. The positive result is that by moving to accrual based salary expense we will no longer have to be concerned about the 27 pay period years.

**MOTION: THE LIBRARY BOARD REVIEWED AND ACCEPTS THE 2016 LIBRARY AUDIT.**

<b>MOVED: Barbara Knoll</b>	<b>SECOND: Angie Surzyshyn</b>	<b>CARRIED: ALL</b>
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**MOTION: TO AUTHORIZE KRISTY MAGNUSSON, BOARD CHAIR TO SIGN**

<b>MOVED: Barbara Knoll</b>	<b>SECOND: Angie Surzyshyn</b>	<b>CARRIED: ALL</b>
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**Provincial Grant Application:**

The grant applications for \$279,735 and \$5,500 have been prepared.

**MOTION: TO AUTHORIZE KRISTY MAGNUSSON, BOARD CHAIR AND KEN KURLIOW, LIBRARIAN TO SIGN THE PROVINCIAL GRANT APPLICATION**

<b>MOVED: Glen Basarowich</b>	<b>SECOND: Angie Surzyshyn</b>	<b>CARRIED: ALL</b>
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**Annual Report:**

The 2016 Annual Report was reviewed.

**MOTION: TO APPROVE THE 2016 ANNUAL REPORT AS PRESENTED.**

<b>MOVED: Barbara Knoll</b>	<b>SECOND: Angie Surzyshyn</b>	<b>CARRIED: ALL</b>
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## **ADDITIONAL ITEMS**

**Teleconferencing:**

Barbara suggested that we consider the purchase of teleconferencing equipment to enable board members from Dunottar to attend Board Meetings via the telephone. Since a quorum is a majority of our board members, once the members from Dunottar are appointed, the number needed for a quorum will be increased. The teleconferencing would also be helpful for our existing board members to attend meetings in the event of inclement weather and would be an added service to those who wish to rent space. Glen suggested that Ken approach the Selkirk and District Community Foundation for funding. Ken will look into the cost and possible funding and report back to the Board.

**Strategic Planning Meeting:**

Ken reminded the Board Members that the Strategic Planning Meeting will be held at the Library on April 22, 2017 from 10:00 to 2:00. All Board Members are expected to attend.

Meeting adjourned: 6:30pm. **Next meeting: March 20, 2017 6:15**