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**ATTENDEES:**

- Board:** Greg White (Chair), Carla White, Jim Proudfoot, Corinna Pirie, Amanda MacPherson (Vice Chair), Roy Amalu, Cynthia O'Donnell, Naomi Christianson
- Staff:** Melissa Flett (Director), Andrea Lee (Admin Associate)
- Other:** Jag Signh
- Regrets:** Shazia Mughal
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**1. CALL TO ORDER:** by G. White at 6:00 P.M.

**2. APPROVAL OF AGENDA:**

**MOTION 20 09 17 01:** by J. Proudfoot/ C. Pirie as presented.  
CARRIED

Took a moment to go around the table and do introductions to our newest board member, Naomi Christianson.

**3. APPROVAL OF MINUTES OF JUNE 21, 2017**

**MOTION 20 09 17 02:** by C. White/ A. MacPherson, no amendments needed.  
CARRIED

**4. BUSINESS CARRIED FORWARD**

**4.1 Update on Study Rooms/ Meeting Rooms**

M. Flett reviewed. The study/ meeting rooms will be ready to rent by Oct. 1/17. Have gone ahead with booking, but not charging as of yet. Some non-profit businesses shared their concerns about being charged, and the library has come up with a partnership agreement that they can sign so they don't have to pay. Been going well so far.

**4.2 2018 Budget – Update**

M. Flett explained we are still waiting to hear back from RMWB about our proposal of the 2018 budget. The city is waiting for the new council members to be elected in.

C. Pirie asked if we heard anything back from the city? No. How much time are going to have to prepare our presentation? Not much.

C. O'Donnell Are we presenting? Yes, sometime in Nov. we may need someone to come and go over our presentation with us before it is presented.

**5. NEW BUSINESS/ITEMS FOR DISCUSSION**

**5.1 RRC 2017 Stakeholder Reception Invite on October 21, 2017**

M. Flett was invited but is unable to attend. It would be nice if someone from the board could fill in. Greg White will go.

C. O'Donnell mentioned that it is great place to meet potential council members and a good chance to see if anyone could be a good friend to the library.

C. Pirie mentioned that some people from the board should also go to the mayor's reception, if they can.

## **5.2 Strategic Planning and Plan Of service**

M. Flett looking for direction from the board on what should be include in next year's plan of service.

C. Pirie asked what was done in the past? We had someone come up from Calgary and did a report but nothing came of it.

C. Pirie suggested to reach out to see RRC did for theirs last year and see if we could get some help from them.

G. White suggested that we re-circulate ours from last year, to have a one day planning day. M. Flett agreed that this was a good idea. G. White suggested we push the planning until the October meeting.

R. Amalu suggested to reach out to the community services department with the city to ask for their help also.

C. O'Donnell asked if this was a 5 year plan? It is not, it a 3 year plan but we are open to 5.

R. Amalu asked when it expires. 2018

J. Proudfoot stated that we wanted to be ready for 2019. Yes.

C. White asked if we would have it ready for the Nov. meeting. Yes.

## **6. REPORTS**

### **6.1 6 Month Finance Review**

M. Flett presented the report. Jag went over and reviewed the June balance sheet. He mentioned there were no financial issues at the moment.

M. Flett and Jag explained the income statement. The layout has been changed due to recent feedback.

R. Amalu suggested to take the fines out of the group, he would like to see a negative number there all the time.

A. MacPherson asked if visits were down due to the wildfire or just because of the summer? It is dead all around town, not just the library.

M. Flett mentioned that overall the revenue is over budget by 1%. Will even out by the 3erd quarter.

M. Flett reviewed the expenses report.

A. MacPherson asked how much for programs and events are over budget? M. Flett replied we are on target to meet budget and that the November report will break down each event.

C. Pirie asked what loss sale vs assets means. Jag explained that it was any books that were written off.

R. Amalu mentioned that the new layout of the financial reports were like music to his ears, very readable and easily understood.

### **6.2 Director and Management Report**

M. Flett made a note that our October event, WBRL Frenzy was Oct. 15 if anyone would like to volunteer. She also made note that October is Library awareness month.

C. Pirie asked how the tickets sales were going for John Montgomery. M. Flett explained that she hasn't has a chance to talk with Dawn about it, but last she checked it was 3. There is some talk about not doing the speaker series next year.

C. O'Donnell asked about rad reels tickets. They are selling well, will probably sell out closer to the date.

C. Pirie inquired about Team Trivia sponsors. We tend to target for round sponsors. C. Pirie feels that this is something we can do better. Suggested to the board that we reach out to spouses and other companies to get more round sponsorship for the event.

Bouchier is taking over the naming rights for the TOTAL Aboriginal Corner and cancelling programs.

A. MacPherson suggested to reach out to Nabba for advice.

C. Pirie mentioned that our advertising could be a bit better. With books and burgers, there was so much going on in the city on the same day that not a lot of people knew about it.

The mini libraries are a pilot project, if all goes well we will get funding from Trans Canada to do more.

C. Pirie suggested that we could do an Adopt a mini library to have them taken care of. She likes the location of them, the only one she's worried about is the one Borealis park.

M. Flett commented on the Mobile Library saying that the first day it went out we got 30 new memberships. Our reading in the park project was a bit disappointing due to weather, but hoping to revamp it next year.

### 6.3 Summer Reading 2017 Final Report

M. Flett reviewed the report. The kids had a lot of fun. Next year will probably do an Imagine theme.

C. O'Donnell mentioned that we should be very proud of our rural stats.

G. White expressed concern for the rural employees and asked if they are burnt out from all the travel they have to do. M. Flett responded that we had hired someone but they quit, but someone in house stepped up and she has a passion of rural so she thinks they will do well.

C. Pirie suggested splitting up the rural destinations. M. Flett explained that we don't like to send anyone out there alone.

## 7. AROUND THE TABLE

R. Amalu and G. White welcomed our new board member Naomi.

## 8. NEXT MEETING: October 18, 2017 at 6:00 p.m.

## 9. ADJOURNMENT

**MOTION 20 09 17 03** by. R. Amalu/ C. Pirie at 7.00 p.m.

CARRIED

Signature: \_\_\_\_\_

Board Chairperson

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Library Director

Date: \_\_\_\_\_