

## Leduc Public Library Board Meeting

Minutes of the Leduc Public Library Board meeting held, October 17, 2018 at 4:30 p.m. in the Karl Martin room.

Attending Trustees: J. Arnold, A. Braithwaite, H. Feldbusch, P. Fleming, D. Matthews, L. Hansen

Staff Members: C. Frybort (Library Director), L. McLean (recording secretary)

Also present: T. Turner (city staff rep)

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### **CALL TO ORDER:**

Chair, A. Braithwaite, called the meeting to order 4:31 pm.

### **CONSENT AGENDA**

1. Information Items
    - a) Variance report
    - b) YRL board highlights
    - c) Historic Research Coordinator Final report
  2. Approval of September 19, 2018 minutes.
  3. Reports: Library Director, Public Services, Info Services, Youth Services, LAL
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### **MOTION TO ACCEPT CONSENT AGENDA:**

#### **MOTION 39-2018**

D. Matthews moved to accept the consent agenda as presented.

**MOTION CARRIED**

### **MOTION TO ACCEPT THE REMAINING COMPONENTS OF THE AGENDA:**

#### **MOTION 40-2018**

H. Feldbusch moved to accept the remaining components of the agenda.

**MOTION CARRIED**

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#### **GUEST:** T. Dirsa

T. Dirsa thanked L. Hansen for corrections in his book. He discussed the sale of his book 'Leduc then and Now'.

*(Guest left meeting at 4:45 pm)*

Discussion followed regarding how many books to order.

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#### **MOTION 41- 2018**

P. Fleming moved to authorize the purchase of two hundred and fifty books, with the funds to pay for them coming from reserves.

**MOTION CARRIED**

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### **ACTION AGENDA**

1. Staff thank you

C. Frybort informed the trustees that the board traditionally give staff gift certificates to library employees at the end of the year.

#### **MOTION 42- 2018**

D. Matthews moved to purchase Canadian Tire, (Triangle card), gift certificates for library employees in the same amounts as previous years.

**MOTION CARRIED**

2. Laptop policy

D. Matthews informed the trustees of the committee's approach regarding laptop policy. It needed to be updated.

**MOTION 43- 2018**

P. Fleming moved to accept the new policy as presented.

**MOTION CARRIED**

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**ITEMS FOR DISCUSSION/EXPLORATION**

1. Review of September 2018 action list

2. Correspondence & Media:

Sep.21/18 – AB Municipal Affairs: Minister's Awards for Excellence.

C. Frybort will explore possible projects to enter for the award.

3. LAT article – D. Matthews

Los Angeles library has a program for teens involved in a reading program to pay off fines.

C. Frybort wants direction from board as how much time for how much off late fees. She will discuss procedure with other library staff.

**MOTION 44- 2018**

D. Matthews moved to start a three-month trial period for youth to read off fines starting January 2019.

**MOTION CARRIED**

4. YRL Board – T. Turner

T. Turner announced that C. Frybort's term on YRL board is coming to end December 31st. YRL board members can be elected officials, someone from the general population or library staff. Four general meetings are held per year plus executive meetings. Meetings are held during the day. Position may have an alternate person. Leduc has an automatic seat on the executive board. A. Braithwaite may be interested.

5. Report from council – L. Hansen

L. Hansen reviewed council activities; increased service level for transportation to and from Edmonton, budget preview, sports tourism, ten-year capital plan. He let the trustees know there are three vacancies on the library board.

6. Round Robin

C. Frybort announced two library staff celebrate upcoming anniversaries. K. Crossen, twenty years and K. Holowachuk. Congratulation letters have been prepared.

YRL has hired new Director, Karla Palichuk, starting Jan.2, 2019

She invited trustees to join her to test the Library Escape Room on Saturday, November 27<sup>th</sup>.

T. Turner. received 100 historical bricks from turn of the century which were used in St. George School in Edmonton.

L. Hansen asked if a council rep need attend the board meeting if he can't make it. C. Frybort stated no one need attend in that case.

P. Fleming introduced one of his employees to the library. He has applied for board renewal.

D. Matthews may not make the next meeting as he will be away for work on and off in November.

C. Frybort will send him dates available to meet for director's annual review. C. Frybort

Assures trustees she can come in on weekends.

A. Braithwaite reminded everyone the personnel and policy committees need to meet. Dates will be set up. The Leduc County will hold a meeting with all the regional libraries in the area after our meeting in November. She and C. Frybort plan to attend.

DATE OF NEXT MEETING: Regular Monthly Board Meeting  
Wednesday, November 21, 2018, 4:30 pm

**MOTION TO ADJOURN:**

**MOTION 45-2018**

D. Mathews moved to adjourn the meeting at 5:33 pm.

**MOTION CARRIED**



A. Braithwaite, Chairperson



L. McLean, Recording Secretary

Date: November 21, 2018

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