

**Town of Drumheller Public Library Board
Meeting Minutes**

Date: Wednesday January 13, 2021
Time: 7 pm
Location: Online - ZOOM Meeting
Chair: Samantha Haddon
Secretary: Cheryl McNeil
Regrets:
Trustees: Caleb Brown; Liz Dube, James Foster, Kristyne DeMott
Marigold Rep: Margaret Nielsen
Library Director: Emily Hollingshead
Guests: (Farris Nagy was intending to join as a guest; however, she was not able to join via the Zoom link)

1. Call to Order – S. Haddon called the meeting to order at 7:01 p.m.
2. Meeting Processes
 - a. Confirmation of quorum (4/6) – confirmed – 6/6, all board members in attendance
 - b. Accepting of regrets - none
 - c. Additions to the Agenda / Approval of agenda – C. McNeil requested an addition to the agenda, 4 a. iii – DinoArts grant update. J. Foster moved to accept the agenda as amended. K. DeMott seconded. All in favour. Carried.
 - d. Review/Approval of the minutes of December 9, 2020 – C. Brown moved to approve the Dec. 9, 2020 meeting minutes. J. Foster seconded. All in favour. Carried.
 - e. Declaration of conflicts of interest – none declared
 - f. Welcome guests: Margaret Nielsen
3. Reports
 - a. Financials:
 - i. Financials: E. Hollingshead & C. Brown – E. Hollingshead and C. Brown shared the revised November 2020 and December 2020 income/expense statements. C. Brown moved to accept the revised November 2020 and December 2020 income/expense statements as presented. C. McNeil seconded the motion. All in favour. Carried.
 - b. Director: E. Hollingshead – provided a summary of the 2020 year-end report and December 2020 report. She described that circulation was on par with the 2019 circulation statistics taking into consideration the hours that the library was open. C. McNeil requested that information regarding the survey is added to the 2020 report and E. Hollingshead will do so once all survey responses are received. C. Brown proposed an idea to showcase books using the window space to enable patrons to browse the collection during COVID. There was discussion regarding StoryWalks in the Newcastle and Greentree neighbourhoods. S. Haddon inquired about the part-time programmer through the Canada Summer Jobs grant and E. Hollingshead confirmed that the requirement is for this person to complete their hours by the end of February.
 - c. Marigold: M. Nielsen – no meetings to report on; meetings are scheduled for next week.
 - d. Society: S. Haddon – next meeting is Jan. 18, 2021 at 7 pm.
 - e. Other:
 - i. Policy Committee: No report
 - ii. HR Committee: No report
4. New Business
 - a. For Discussion
 - i. Ongoing library closure – E. Hollingshead reported that the library had received permission from the Town of Drumheller to start curbside pick-up beginning Jan. 14, 2021; curbside pick-up will be available 6 days a week, providing regular service blocks from 12 noon to 4 p.m. The Library will be responsible for the BCF on Saturdays as there are no other staff present from the Town on Saturdays. E. Hollingshead shared that it was important to have curbside service available on Saturdays for people who work regular business hours since the Library is unable to provide the service during the evenings.

- ii. BCF corporate sponsorship – E. Hollingshead provided background on sponsorship of library space by Cenovus; the library currently has three spaces with the Cenovus name on them; the sponsorship contract valued at \$200,000 expires in November of 2021. E. Hollingshead will collect statistics and information to provide for potential new sponsors regarding the usage of the sponsored library spaces as this will support the BCF and the Town in the future (later in the year after the municipal election).
- iii. DinoArts Council grant update – C. McNeil reported that DinoArts and the Library have been successful in receiving \$13,075 grant from the Tyrrell Museum's Cooperating Society Community Fund for a "Eugene" dinosaur statue. The payment will be issued to the Library and an invoice has been issued to the Library from DinoArts for the grant amount. E. Hollingshead is working with the Book Committee to receive the intellectual property rights for Eugene which will be provided to the DinoArts Council. DinoArts will work with the Library on the location and the plaque that will be added to the statue display explaining who Eugene is. C. McNeil will provide future updates as they become available.

b. Decision

- i. Ascend Contract – no paper quote has been received; a verbal estimate has been provided as follows: \$400 - \$500 / month; an upper estimate of \$600 / month.

E. Hollingshead provided an estimate of her time spent on bookkeeping each month: 3 hours / month for payroll; income statement 2 hours / month; invoices/accounts payable 2 hours / month; T-4s potentially 3 days or 24 hours, it is expected to be complicated because of CERB payments received in 2020.

K. DeMott moved to proceed with month-to-month bookkeeping services from Ascend Financial to a maximum expenditure of \$6,000 for one year. C. Brown seconded. All in favour. Motion carried.

- ii. Board elections – an updated list is required for the Canada Revenue Agency and elections normally occur in the fall (October).

Margaret Nielsen agreed to facilitate the election of officers for the Drumheller Public Library.

C. McNeil moved for the resignation of the Drumheller Public Library elected officers effective January 13, 2021. L. Dube seconded. All in favour. Carried.

K. DeMott moved to nominate S. Haddon as Chairperson of the Drumheller Library Board. L. Dube seconded. S. Haddon agreed to stand for the position of Chairperson.

Any further nominations? (question was asked three times)

Hearing none, S. Haddon is elected as Chairperson of the Drumheller Library Board by acclamation.

L. Dube moved to nominate J. Foster as Vice-chairperson of the Drumheller Library Board. J. Foster agreed to stand for the position of Vice-chairperson.

Any further nominations? (question was asked three times)

Hearing none, J. Foster is elected as Vice-Chairperson of the Drumheller Library Board by acclamation.

K. DeMott nominated C. McNeil for the position of Secretary. C. Brown seconded. C. McNeil agreed to stand for the position of Secretary.

Any further nominations? (question was asked three times)

Hearing none, C. McNeil is elected by acclamation as Secretary of the Drumheller Library Board.

K. DeMott nominated C. Brown for Treasurer. L. Dube seconded. C. Brown agreed to stand for the position of Treasurer.

Any further nominations? (question was asked three times)

Hearing none, C. Brown is elected as Treasurer for the Drumheller Library Board by acclamation.

M. Nielsen moved that all nominations cease for executive positions on the Drumheller Library Board.

iii. Signing authority

K. DeMott moved that per the election of new officers: Samantha Haddon, Chairperson; James Foster, Vice-chairperson; Cheryl McNeil, Secretary; and Caleb Brown, Treasurer have signing authority and payroll release authority on CAFT for the Drumheller Public Library effective Jan. 13, 2021. C. Brown seconded. All in favour. Carried.

L. Dube moved that effective January 13, 2021, the following Library staff members: Emily Hollingshead and Robin Locke have signing authority and data entry access to CAFT. C. Brown seconded. All in favour. Carried.

c. For Information/Reminders

- i. Volunteer Hours Tracking – reminder to Board members who have not submitted their volunteer hours form to do so.
- ii. Invitation to CAO, D. Drohomerski – S. Haddon will send an open invitation to D. Drohomerski to attend future library board meetings and copy D. Lines.
- iii. Board Calendar:
 1. Update signing authority (after February meeting)
 2. Executive Director performance plan (January)
 3. Executive Director 2019 evaluation review (January)
 4. Policy Committee meeting (January)
 5. New Board member recruitment (Ongoing)
 6. New Board member orientation (Ongoing)
- iv. Correspondence

5. Ongoing/Unfinished Business - ON HOLD

- a. Plaques – Little Free Libraries & Instruments
- b. Window Signs
- c. Plan of Service
- d. Calendar of Events
- e. Little Free Libraries
- f. Updating Policies & Bylaw
- g. Special Projects Committee

7. Adjournment

K. DeMott moved to adjourn the meeting at 8:40 p.m. L. Dube seconded. All in favour. Carried.

Next Meeting: Wednesday February 10, 2021 - 7 p.m.

S. Haddon
Board Chair
May 4, 2021

Cheryl A. McNeil
Board Secretary
May 5, 2021

**Town of Drumheller Public Library Board
Meeting Minutes**

Date: Wednesday February 10, 2021
Time: 7 pm
Location: Online - ZOOM Meeting
Chair: Samantha Haddon
Secretary: Cheryl McNeil
Regrets: None
Trustees: Caleb Brown; Liz Dube, James Foster, Kristyne DeMott
Marigold Rep: Margaret Nielsen
Guests: Darryl Drohomerski, Denise Lines from the Town of Drumheller and Michael James (a potential new board member, a practicing lawyer with Kloot, Wilkins)
Library Director: Emily Hollingshead

1. Call to Order – S. Haddon called the meeting to order at 7:03 p.m.
2. Meeting Processes
 - a. Confirmation of quorum (4/6) – 6/6 all members in attendance
 - b. Accepting of regrets - None
 - c. Additions to the Agenda / Approval of agenda – K. DeMott moved to accept the amended agenda. C. Brown seconded. Motion carried.
 - d. Review/Approval of the minutes of January 13, 2021 – L. Dube moved to approve the minutes as amended. J. Foster seconded. Motion carried.
 - e. Declaration of conflicts of interest - None
 - f. Welcome guests: Darryl Drohomerski, Denise Lines and Michael James

3. Reports

- a. Financials:
 - i. Financials: E. Hollingshead & C. Brown reported on the December 2020 and January 2021 financial statements shared with the Board.

The revised December report is very similar to what had been reported which now includes the invoice for \$4000 for the Library's portion of the automatic door.

C. Brown moved to approve the statement of revenue and expenses for January 2021 which will be modified and updated at our March meeting. L. Dube seconded. Motion carried.

- b. Director: E. Hollingshead – shared the January 2021 report verbally.

E. Hollingshead reported that they have had a good start on 2021 COVID programming. The Book Bento subscription box has gone over very well. This year for Valentine's Day the library will proceed with "Blind Date with a Book" and have set this up for window browsing and also through social media channels. The Library is getting close to launching 1000 Books Before Kindergarten in Drumheller. As well, the Library is planning to launch the "Love Where you Live Program" and to engage as many people as possible which includes several community partners.

E. Hollingshead said that they are thinking of ways to make curbside pick-up fun and as close to a library experience as it can be. Metal chairs and tables from the plaza have been setup compliments of the Town of Drumheller outside of the Library.

Ascend is working on the Library's books and starting year-end and T4s for staff. More detail on the T4s is required with respect to CERB payments.

There were questions in regards to book circulation and how the staff were coping with the workload. Book posters have been placed on the outside windows to allow patrons to browse titles. There were also questions regarding staffing and hours. Staff are using up most of their hours in the library and some staff are content to work less hours than they did previously. If approved by the

Library Director, some staff are able to work from home on projects and services needed for library patrons.

c. Marigold: M. Nielsen

Meeting held on January 30 – with the whole board, there were 50 people in attendance. Most of the meeting was a review of the financials from last year. Marigold decided that levies for 2021 will not increase this year. Some items were trimmed in the budget. The Village of Cereal Library is no longer in place and there is interest in acquiring this library's collection from the community of Langdon. At this time, Langdon does not have a public library, but they are taking steps to establish a library in their community. The building construction for the Marigold Library System is progressing well and staff may be in the building by September of this year.

The Marigold Library System conference will be held on May 12 virtually. The theme is Make it Matter, Make it Happen! Keynote speaker is Darcie Lang. Registration opens on March 1 and there is no cost to attend. Board members are invited to attend.

- d. Society: S. Haddon – The Society met on January 18. Real Alternative did not go ahead this year due to COVID-19 restrictions. The Society agreed to a donation of \$5,000 to Marigold for e-resources. The Society has approved funding for the Drumheller Public Library for approximately \$12,000 for the purchase of a new microfilm reader with the caveat that this is the last microfilm reader purchased by the Society. The Society has requested recognition for the Society with respect to this substantial donation. Another donation request had been received from the Drumheller Library for the community garden, however, a decision has not been made yet until more information is available.

Other:

- i. Policy Committee: No report
- ii. HR Committee: No report

4. New Business

a. For Discussion

- i. New Board Member recruitment – E. Hollingshead is looking to recruit an Indigenous community member to join the Board. D. Drohomerski offered to connect E. Hollingshead with the Flood Mitigation Communications lead who has connections with Siksika First Nation. C. McNeil also offered to provide contacts located at Siksika First Nation based with the Siksika Board of Education and Chief Crowfoot School, she will connect with E. Hollingshead offline.
- ii. Board training – Community Futures and the Chamber of Commerce are offering virtual board training sessions, 2 hours over 3 dates; costs are covered by Community Futures. Board members are interested in learning more about this opportunity. D. Drohomerski will send the information to S. Haddon who will send this onto board members.

Public Library Services Branch email – S. Haddon will send the PLSB's survey to all board members regarding training. The survey needs to be completed by Feb. 12.

b. Decision

- i. PLSB Annual Report Approval – there was discussion regarding the draft PLSD 2020 Report prepared by E. Hollingshead and amendments were brought forward by the Board for the 2020 accomplishments section.

K. DeMott moved to approve the PLSB 2020 report as amended. C. Brown seconded. All in favour. Motion carried.

Library card drive – E. Hollingshead, will commence work on this in the near future.

c. For Information/Reminders

- i. Board Calendar:

1. Update signing authority (ongoing) – C. McNeil to email amended minutes to E. Hollingshead, and to arrange to sign them. S. Haddon will get things ready with Chinook Financial for the signing authority.
2. Executive Director performance plan (January)
3. Policy Committee meeting (January)
4. New Board member recruitment (Ongoing)
5. New Board member orientation (Ongoing)

ii. Correspondence

5. Ongoing/Unfinished Business - ON HOLD

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- d. Calendar of Events
- e. Little Free Libraries
- f. Updating Policies & Bylaw
- g. Special Projects Committee

7. Adjournment

Motion to adjourn - L. Dube moved to adjourn the meeting at 8:19 p.m. J. Foster seconded. Motion carried.

K. Demott Inquired if D. Drohomerski would attend future Library Board meetings and D. Drohomerski stated he would if his schedule permitted. He also suggested that Darren Goldthorpe may be asked to attend some Library Board meetings in the future as he manages the Badlands Community Facility in his role as Manager of Recreation and Parks for the Town of Drumheller.

Next Meeting: Wednesday March 10, 2021 - 7 pm

Shadellon
Board Chair
May 4, 2021

Cheryl A. McNeil
Board Secretary
May 5, 2021