

**RYCROFT MUNICIPAL LIBRARY** Minutes **February 3 2020**

Attendees: <b>Steve Everitt, Petrina Beale , Amy Verquin , Connie Everitt,</b>		Absent: <b>Lorna Bourget, Diahann Potrebenko</b>	Recorder: <b>Petrina Beale</b>
Agenda Item		Notes/Motions	Actions
1. <b>Call to order:</b>			meeting to order 6:15 pm
2. <b>Approval of Agenda (additions/deletions)</b>			Connie approves--all in favour
3. <b>Approval of minutes for: January 6 2020</b>			Steve approves--all in favour
4. <b>Chair Report:</b> Steve		See attached	Petrina approves--all in favour
5. <b>Treasurer Report – finance report:</b> Steve 5.1 <b>Accounts Receivable:</b>		See attached	Petrina approves--all in favour
6. <b>Council Report:</b> Diahann		<b>absent</b>	
7. <b>Librarian Report:</b> Amy		<ul style="list-style-type: none"> <li>➤ Talked about possibility of getting rid of fines</li> <li>➤ Completed LIB pass</li> <li>➤ Finally got rid of couch and chair it was donated to s residence</li> <li>➤ Due at next meeting Management agreement and yearly evaluation</li> <li>➤ Book fair brought is \$90.00</li> <li>➤ Board member and volunteer form on website</li> <li>➤ Working on 5 year technology plan</li> <li>• <b>Steve motions to accept Librarian’s expense report of \$83.00-Connie accepts all in favour</b></li> <li>• <b>Steve motions to accept Librarians’ movie expense report of \$45.00 – Connie accepts all in favour</b></li> </ul>	<p>Amy to Submit LIB pass</p> <p>Steve to do</p> <p>Amy to purchase books as needed</p> <p>Amy to make it PDF fillable</p> <p>Cheque written for \$83.00</p> <p>Cheque written for \$45.00</p> <p>Cheque written for \$20.86</p>

	<ul style="list-style-type: none"> <li>• <b>Steve makes a motion to reimburse Amy \$20.86 for Valentine’s Day event – Connie accept all in favour</b></li> <li>• <b>Petrina makes a motion to spend \$100.00 on rubber maid containers for bins for basement storage – Steve accepts all in favour</b></li> </ul>	Amy to purchase bins
<p><b>8. Money raising ideas:</b>        8.1 Action Plans updates        8.2 Letter/response business advertising?        8.3 Grant Committee</p>	<ul style="list-style-type: none"> <li>➤ Hawrylenko brought in \$200 X two as they committed to the 3 years in the donation letter</li> <li>➤ LLA grant end of March</li> <li>➤ Town grant for education</li> <li>➤ Telus grant \$1000 received</li> </ul>	<p>Amy to do up a thank you letter        Petrina to take out the part that says three year commitment and then Amy and Petrina get together to send letter out again.</p> <p>reapply        Telus approved the change of use of funds from computers to printer and up keep of printer</p>
<p><b>9. Events:</b>        9.1 Lego Club updates        9.2 Ancestry updates        9.3 Movie Matinee        9.3 Beyblades</p>	<ul style="list-style-type: none"> <li>➤ 7 in attendance</li> <li>➤ 5 in attendance</li> <li>➤ 14 in attendance</li> <li>➤ 12 kids 3 adults</li> <li>• <b>Steve makes a motion to run Beyblades for 2 more months and it to be re-evaluate in April meeting- Connie approved all in favour</b></li> </ul>	

<p><b>10. Old Business:</b> 10. 1 Web site and Policies *</p>	<ul style="list-style-type: none"> <li>• <b>Steve makes a motion to accept website policies – Petrina approved all in favour</b></li> </ul>	<p>Amy to submit them to web page</p>
<p><b>11. New Business</b> 11.1 Credit Card  11.2 On line banking (read only)</p>	<ul style="list-style-type: none"> <li>• <b>Steve makes a motion for The Village of Rycroft Library Board to obtain an ATB credit card for library use only- Petrina approves all in favour</b></li> <li>• <b>Steve makes a motion for The Village of Rycroft Library Board to obtain on line access for library use and the ATB to set up auto deposit and to use email <a href="mailto:Rycroft.Municipal.Library@gmail.com">Rycroft.Municipal.Library@gmail.com</a> – Petrina approved all in favour</b></li> </ul>	<p>Steve and Petrina to go to ATB  Steve and Petrina to go to ATB</p>
<p>12. In camera (In camera is for the confidentiality to discuss personal issues):      TIME IN      TIME OUT</p>		
<p>13. Motions in camera:</p>		
<p>14. Next Meeting date: <b>March 2 2020 at 6:30 pm</b></p>		
<p>15: Adjournment: <b>7:55 pm</b></p>		