

BIBLIOTHÈQUE RÉGIONALE JOLYS REGIONAL LIBRARY

December 2, 2019 6:00 pm / at Lucky Luc's – St. Pierre-Jolys

ADOPTED Minutes

Present: Heidi Gosselin (President)
Nicole Grégoire (Head Librarian and Secretary)
Gabriel Tetrault (RM DeSalaberry Council representative)
Paule Peloquin (the Village de St Pierre Council representative)
Eileen Dueck (Vice President and Village of St-Pierre representative)

Regrets: Anne Dyck (RM DeSalaberry representative)

Motions:

Gosselin	- Peloquin	Motion Carried.	to start the meeting 6:12 pm
Gosselin	- Tetrault	Motion Carried.	to approve the agenda
Gosselin	- Peloquin	Motion Carried.	to approve minutes from September 23, 2019
Gosselin	- Peloquin	Motion Carried.	to accept the financial statements as presented
Gosselin	- Peloquin	Motion Carried.	to accept bill payments as presented
Peloquin	- Tetrault	Motion Carried.	To apply for a business credit card & to grant online viewing access for the Caisse Populaire St. Pierre
Tetrault	- Gosselin	Motion Carried.	to close the St. Pierre Site at 12 pm on December 24, 2019 & December 31, 2019. This closure will result in unpaid leave for full-time staff.
Tetrault	- Dueck	Motion Carried.	to adjourn the meeting at 8:00 pm

Approved: _____



Updates / new business

1. Financial statement presented

- Paule questions transaction from St. Pierre Petty Cash CR001056 (2019-10-10, Various, \$258.16)

-Nicole to follow up

2. Bill payments presented

3. Head Librarian report – see attached

- Jolys Art – new crafting program for all ages
- Eileen Questions why her names shows up as the Chairperson for the Rural Library Technological Sustainability Grant program

-Nicole to follow up

- RM of DeSalaberry discrepancy in 2019 grant funds. Short by \$4718.20

-Gaby to email CAO and clarify

- Flex time review and approved

- Nicole presented 2020 Draft Budget.

- Board members ok with presenting the Village de St. Pierre & RM of DeSalaberry proposed per capita rate of \$12.54 for 2020. Minor changes suggested to the letter. Gaby suggest that the letter be very specific with the mention of both the population per the last census & per capita amount and to include the total amount requested, to avoid any questioning or further discrepancies in our request.

-Nicole to make changes to letter and send to both Village & RM with the draft 2020 budget by January 5, 2020.

-Board to finalize and approve 2020 budget at a later date

-Board to meet (in-camera) to discuss request wage increase

- Paule reminds Board of it responsibility to meet the “accessibility requirements” for the Libraries main entrance. Board discussed grant options and approaching the school in the future
- Board suggests small change to the Volunteer Criminal record check letter. Board discussed roles and responsibilities of volunteers in the library.

-Nicole to update letter accordingly

Approved:_____

- Board questions the liability of hosting an event out of our regular business hours.

-Nicole to contact the Village de St. Pierre to get the details of the insurance Policy

4. Board supports purchasing Christmas gifts for 3 staff, keep under \$25.00 each.
5. Board agrees to close the St. Pierre site at 12 noon on both December 24, 2019 & December 31, 2019. Full time staff will take unpaid leave.

-Nicole will update the calendars and advertise accordingly

6. Board discusses the Village de St. Pierre Policy # 2019-4. Both Gaby and Paule have attended a workshop. Board questions wording of policy and wonders if we have met all requirements for the 2020 grant request.

-Nicole to clarify with Village Representative (Paule) to see if requirements have been met and how to obtain a certificate of completion

7. Gaby requests that copies of the approved minutes be sent to the CAO of both Village de St. Pierre & RM of DeSalaberry.

-Nicole will forward copies of all approved minutes for 2019 to both Councils.

Tabled to next meeting:

- Third reading of Policy Manual
 - a. Overtime/Banked Time/ Flex Time
 - b. Travel & Expenses
 - c. Trustee Conference Attendance and Travel
 - d. Social Media
 - e. Holiday Hours
- Temporary resident membership – consider for temporary residents (Fee - \$10 refundable deposit & \$5/month)
- Set dates for all 2020 meetings

Date for next meeting: January 8, 2020 at the Jolys Regional Library – St. Pierre

Approved:_____