

# BIBLIOTHÈQUE RÉGIONALE JOLYS REGIONAL LIBRARY

December 14, 2020 – 7:30 pm / St. Pierre-Jolys VIA Google Meet

## Approved - Minutes

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**Present:** **Heidi Gosselin** (President)  
**Nicole Grégoire** (Head Librarian and Secretary)  
**Paule Peloquin** (Vice President & Village de St-Pierre-Jolys Council representative)  
**Gabriel Tetrault** (RM DeSalaberry Council representative)

**Regrets:** **Robert Haegeman** (Village of St-Pierre-Jolys representative)

### **Motions:**

<u>Gosselin - Tetrault</u>	<b>Motion</b>	to start the meeting at 7:32 pm
	<b>Carried.</b>	

<u>Tetrault - Peloquin</u>	<b>Motion</b>	to approve the agenda with additions
	<b>Carried.</b>	

<u>Gosselin - Peloquin</u>	<b>Motion</b>	to approve minutes from November 2, 2020
	<b>Carried.</b>	

<u>Gosselin - Peloquin</u>	<b>Motion</b>	to accept the financial statements as presented
	<b>Carried.</b>	

<u>Gosselin - Peloquin</u>	<b>Motion</b>	to accept bill payments as presented
	<b>Carried.</b>	

<u>Tetrault - Gosselin</u>	<b>Motion</b>	to accept the Head Librarian Report as presented
	<b>Carried.</b>	

<u>Tetrault Gosselin</u>	<b>Motion</b>	Motion to reimburse Head Librarian the education cost of \$409.00
	<b>Carried.</b>	

<u>Tetrault - Peloquin</u>	<b>Motion</b>	Motion to close the Library for the Christmas Holidays - December 24th, 2020 to January 3rd, 2021
	<b>Carried.</b>	
<u>Tetrault - Gosselin</u>	<b>Motion</b>	Motion to approve the 2021 Operational Budget with revisions as discussed
	<b>Carried.</b>	
<u>Peloquin - Gosselin</u>	<b>Motion</b>	Motion to offer the Head Librarian a 2-year payroll contract and a 2020 year end bonus
	<b>Carried.</b>	
<u>Peloquin - Gosselin</u>	<b>Motion</b>	Motion that all part-time staff receive a 0.30% wage increase for 2021
	<b>Carried.</b>	
<u>Tetrault - Gosselin</u>	<b>Motion</b>	Motion to appoint the Vice-President position to Paule Peloquin
	<b>Carried.</b>	
<u>Peloquin - Gosselin</u>	<b>Motion</b>	Motion to add Paule Peloquin as signing authority for the Jolys Regional Library Caisse bank account.
	<b>Carried.</b>	
<u>Peloquin - Gosselin</u>	<b>Motion</b>	Motion to remove Eileen Dueck as signing authority for the Jolys Regional Library Caisse bank account.
	<b>Carried.</b>	
<u>Tetrault - Peloquin</u>	<b>Motion</b>	to adjourn the meeting at 9:07 pm
	<b>Carried.</b>	

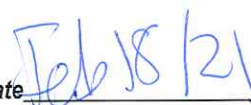
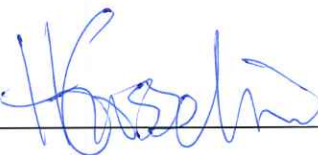
#### **ROUND TABLE**

1. Discuss Head Librarian wage increase request
2. Annual Head Librarian performance evaluation
3. Annex to Head Librarian Report

Approved:  /Date Feb. 18/21

## ***Updates / new business***

1. Financial Statements Presented
2. Bill Payment Presented
3. Head librarian report Presented
  - *Flex time reviewed and approved*
  - *Board approved reimbursement of education cost for 2020*
  - *Board discussed and approved the future development of the Jolys Regional Library Webpage*
  - *Board discussed partnering with local Christmas hamper campaign for 2021*
  - *Head Librarian to see how much longer we have on our Copier contract with RICOH & WBM Technologies*
4. 2021 Budget
  - *Relocation of funds from Internally Restricted Funds to Professional Development & IT expenses*
  - *Board approved budget with changes*
  - *Head Librarian will update and distribute signed copy to municipal parties along with 2021 request letter*
  - *Board discussed a 2 year proposal to Municipalities in the future*
5. Board Appointment & Signing Authority
  - *Robert Haegemen has accepted the appointment as a Village de St-Pierre-Jolys Representative*
  - *Head Librarian to contact Mr. Haegeman to get contact information and to welcome to the Board*
  - *Paule Peloquin accepted appointment to Vice-President position and was approved signing authority*
  - *Head Librarian to update Board Members and Signing authority at the Caisse Populaire St. Pierre*
6. 2021 Board Meeting dates
  - *Board agreed that Mondays at 7:30 pm would be best time and date for meetings*
  - *Head Librarian to set all 6 dates and notify the Board*
  - *Special meeting will be set to develop the Operational Reserve and related policies*
7. Wages
  - *Board discussed 2021 wage increase for Head Librarian and part-time staff*



- Board presented a 2-year payroll contract to the Head Librarian
- Head Librarian to review the Payroll contract and submit signature

8. Continued Education

- Head Librarian to share policy with the Board
- Head Librarian to determine time allotted to completing the Library Training

***Tabled to next meeting:***

- Continued Education Cost & Funding
- Establish an Internally Restricted Fund (Operational Reserve) – special meeting to be set

***Date for next meeting: Monday, February 8, 2021 at 7:30pm – St-Pierre-Jolys***

*Heidi Gosehn*

*Feb 18/21*