

**Breton Library Board**  
**Meeting Minutes**  
**Dec 12, 2023**

**Present:** Claire, Holly, Janet, Nicole, Nikki, Pattie

**Absent:** MaryAnn

**Call to order: 8:50pm**

**1. Approval of the Agenda**

Additions: Old Business - Janitorial - WCB Account

Additions: New Business- Library Manager Office Space

**Motion 001/23-12-12** Moved by Janet to approve the agenda with additions - adopted by general consent

**2. Approval of Meeting Minutes**

**Motion 002/23-12-12** The Chair declared the Nov. 24th, 2023 Meeting Minutes be adopted by general consent.

**3. Election for Treasurer**

Tabled until Dec. 20th, 2023 meeting.

**4. Financial Report**

The Library Board requested Library Manager Nikki Webber bring the updated financial report from Council for the Dec. 20th, 2023 meeting.

**5. Librarian's Report**

Update of vacation time - Nikki contacted often for library inquiries while away - discussion about need for an official alternate contact person while Nikki is away. (ie: employee in charge)

Concern about after hours hallway/washroom access breaches. Suggestions of needing a meeting with Council to determine areas of Caretaking/Janitorial responsibilities.

Discussion about the Library Manager having a separate email address from the Library's email address.

Holiday closure dates suggested - Dec. 23 - Jan 1st. Nikki will ask casual library employees if they are willing to work on any of these days before the official holiday closure dates are finalized.

A meeting will be arranged with ATB for the Breton Library Board for Thursday Dec. 14/23 1pm.

## 6. Old Business

- Jordan DeSousa PLSB training/information session completed prior to meeting Dec. 12/23 6pm - 8:30pm

- Bank Account / Banking / TAL Bookkeeper

Banking:

**Motion 003/23-12-12** Nicole moved to direct the board to open a Chequing and Savings Account, with online banking access, at ATB Financial Breton with Chair, Vice Chair, Library Manager as Signing Authorities requiring 2 of 3 signatories needed for signed transactions; and to order cheques and apply for an ATB Credit Card with \$5000 limit for Library purchases.

Claire - 2nd - carried unanimously

TAL

**Motion 004/23-12-12** Claire made a motion to accept TAL quote and bookkeeping services for the Breton Municipal Library Board. Janet - 2nd- carried unanimously

- Memorandum of Understanding

Discussion regarding the need to go over the Memorandum of Understanding in detail, and to suggest changes to Council before agreeing to sign. The Library Board will revisit discussion at the Dec. 20th, 2023 meeting.

- Telephone service

The Library Manager Nikki Webber will investigate Telephone service options and costs to bring back to the Dec. 20th, 2023 meeting.

- WCB

**Motion 005/23-12-12** Pattie moves to direct Claire to apply for a WCB account and pay the required filing fee of \$200. Nicole- 2nd - carried unanimously.

## **7. New Business**

### **- Library Manager Office Space**

Discussion of the best location to create a Library Manager Office to facilitate Administrative duties. Help will be needed to clear out possible office areas.

**Motion 006/23-12-12** Claire moves to direct Holly to research DV Community Foundation for information about grants available to help with furnishing a Library Office space.

Janet - 2nd- carried unanimously.

## **8. Correspondence**

None

## **9. Information Items**

- WCB coverage is in place from the time of contacting WCB to start the application process, therefore the library will be covered by WCB for Jan 1, 2023.
- The Breton Library has a Business Number and Payroll number established
- The Village Council has determined to transfer the remaining 2023 monies in the Breton Library Reserve Fund to the Breton Library for the 2024 Reserve Fund.

## **Next Meeting**

December 20th, 2023 - 6pm

- at the Breton Library

## **Adjournment**

**Motion 007/23-12-12** Janet moves to adjourn the meeting- carried unanimously

The meeting was adjourned at 10:04pm.