

**MINUTES OF THE REGULAR MEETING OF THE WESTERN MANITOBA  
REGIONAL LIBRARY BOARD OF TRUSTEES ON JANUARY 17, 2024, AT 6:54 P.M.  
OVER ZOOM VIDEOCONFERENCE**

**PRESENT:** Coral Millar; Shaun Cameron; Cyndall Lougheed; Jason Nadeau;  
Bill Kalinowich; Dallis Olmstead; Loretta Oliver; Charles Radford;  
Donna Fillion; Karen Thomas; Erika Martin, Director of Library Services;  
Donna Jardine, Secretary

**ABSENT:** Bill Stilwell

**APPROVAL OF THE AGENDA:**

Coral Millar/Bill Kalinowich

MOTION 7-2024:

That the agenda be accepted as amended.

CARRIED

**APPROVAL OF THE MINUTES:**

Jason Nadeau/Cyndall Lougheed

MOTION 8-2024:

That the minutes of the regular meeting held November 15, 2023  
be accepted as circulated.

CARRIED

**BUSINESS ARISING OUT OF THE MINUTES:**

None

**FINANCIAL REPORTS:**

Coral Millar/Donna Fillion

MOTION 9-2024:

That the financial reports for November 2023 and December 2023  
be accepted as circulated.

CARRIED

**ACCOUNTS:**

Charles Radford/Cyndall Lougheed

MOTION 10-2024:

That cheque numbers 3717-3756 (Void 3736) for November 2023,  
and cheque numbers 3757-3802 for December 2023 and direct  
deposits be approved for payment.

CARRIED

**CORRESPONDENCE:**

A letter was received from the City of Brandon announcing that Shaun Cameron  
was appointed as council representative to the Western Manitoba Regional  
Library board with term of office to expire November 18, 2024.

An email was received from Brandon citizen representative Matt Berry announcing his resignation from the WMRL board. Erika Martin received an email from Roxane Hutcheson, Director, Arts, Culture and Sport in Community Unit, confirming that the province will proceed with contribution agreements.

An email was received from Grady Stephenson, CAO, Town of Carberry, announcing that Bill Kalinowich was appointed as council representative to the Western Manitoba Regional Library Board. To date, no one has come forward as citizen representative.

A letter was received from Colleen Synchrony, CAO, Town of Neepawa, regarding hours of operation for the Neepawa Library. The letter serves as Neepawa Council's formal request to the WMRL board to consider a shift of days of operation to include Saturdays.

**DIRECTOR'S REPORT:**

The Director's report was prepared and presented by Erika Martin.

Cyndal Lougheed/Loretta Oliver

MOTION 11-2024:

That the Board approve Erika Martin to proceed with the Paladin Security contract to provide security services at the Brandon Downtown branch.

CARRIED

**PROGRAMMING & COMMUNITY SERVICES REPORT:**

The Programming & Community Services Report was prepared by Alex Rogowsky and was included in the board package.

**SCHEDULE OF LIBRARY CLOSINGS:**

Bill Kalinowich/Jason Nadeau

Motion 12-2024:

That the Schedule of Library Closings be accepted as presented.

CARRIED

**SCHEDULE OF LIBRARY BOARD MEETINGS:**

Coral Millar/Dallis Olmstead

MOTION 13-2024:

That the Schedule of Library Board Meetings, Option 1, whereby all meetings are held in Brandon be accepted as presented.

CARRIED

**BORROWING MOTION:**

Jason Nadeau/Coral Millar

Motion 14-2024:

That the Bookkeeper be authorized to arrange the borrowing of funds for current operating expenses on the credit of the Western Manitoba Regional Library and the amounts borrowed shall be a first charge upon monies received by the Board from the annual provincial grant to Libraries, or the municipal levies set upon the participating municipalities and towns, this motion to extend to and cover borrowing by the Board for the year commencing January 1, 2024, to a maximum of \$75,000.00.

CARRIED

**COMMITTEE REPORTS:**

**HUMAN RESOURCES:**

Request for motion to approve bonus for Director, Erika Martin.

Coral Millar/Jason Nadeau

MOTION 15-2024:

That the Board approve payment of bonus to Director, Erika Martin, retroactive to Erika's anniversary date.

CARRIED

**POLICY & GOVERNANCE:**

No report

**STRATEGIC PLANNING:**

No report

**FUNDRAISING:**

No report

**JOINT PLANNING COMMITTEE:**

No report

**COMMITTEE SUGGESTIONS PROPOSAL:**

Erika reviewed her proposal for restructure of the WMRL Committees.

Dallis Olmstead/Jason Nadeau

MOTION 16-2024:

That the Board approve Erika's proposal for restructure of the WMRL committees as presented.

CARRIED

**COMMITTEE APPOINTMENTS:**

**HUMAN RESOURCES COMMITTEE:**

Jason Nadeau, Bill Stilwell, Karen Thomas, Coral Millar (Shaun Cameron & Erika Martin)

**POLICY & GOVERNANCE COMMITTEE:**

Donna Fillion, Dallis Olmstead, Charles Radford (Shaun Cameron & Erika Martin)

**STRATEGIC PLANNING COMMITTEE:**

Loretta Oliver, Cyndall Lougheed, Bill Stilwell (Shaun Cameron & Erika Martin)

**FINANCE SUB COMMITTEE:**

Bill Kalinowich, Cyndall Lougheed (Shaun Cameron & Erika Martin)

**ANNOUNCEMENTS:**

The next regular board meeting is scheduled for Wednesday, February 21, 2024 at 6:30 PM at the Brandon branch.

**ADJOURNMENT:**

Cyndall Lougheed  
That the meeting be adjourned at 8:03 p.m.

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Shaun Cameron  
Chair

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Donna Jardine  
Secretary