

**Committee of the Stettler Public Library Boards
Town of Stettler and County of Stettler #6
Minutes of the Meeting**

February 12, 2020
Stettler Recreation Centre

Call to Order: 5:35 pm

Attendance: Jane Skocdopole (Chair); Les Stulberg; Will Brown; Ben Ayotte; Blake Chapman; Barb Gano; Gord Lawlor; Gail Peterson

Regrets: Vicki Leuck

Staff Present: Rhonda O'Neill; Crystal Friars

Agenda: Les moved that the agenda be accepted with the addition of GIC Investments under New Business. Gord seconded. CARRIED

Minutes for the January 15, 2020 meeting: Barb moved that the minutes be accepted as presented. Ben seconded. CARRIED

1. **Treasurer's Report.** Barb moved that the treasurer's report be accepted as presented. Gord seconded. CARRIED

2. **Correspondence:** Thank you cards from the Stettler Elementary School

3. **New Business:**

- a. Annual Report: Rhonda presented the 2019 Annual Report. Changes were made to various board members' contact information. Blake moves that the 2019 Annual Report be accepted with changes. Will seconded. CARRIED
- b. Steel Wheels Stampede Parade (June 12 & 13): There has been discussion amongst the staff about putting in an entry this year. It has been several years since the Library made an appearance in the parade. There were questions about the costs associated with appearing, borrowing a trailer and having it decorated by Summer Reading Club coordinators would help keep costs minimal. Library staff will investigate further and will keep the board informed.
- c. GIC Investments—The Library had a surplus from the 2019 budget due to receiving more funding through grants and donations in 2019 than anticipated. Following discussions about keeping an operational reserve to cover future shortfalls or

unexpected contingencies. Gord moved that the Board move monetary assets surplus to the 2020 budget (\$101, 310) into an unrestricted operational reserve fund. Gord further moved that the Board request the Policy Committee review and revise the Finance Policy in order to create guidelines around the establishment and use of reserve funds going forward. Barb seconded. CARRIED

4. Old Business:

- a. Alberta Library Conference: Board members were asked to express interest in attending. Jane is willing to attend to represent the board. Gord has been selected to go on behalf of Parkland Regional Library
- b. Trade Show Volunteers: The volunteer sign-up schedule was circulated and we have good board representation.
- c. Intermunicipal Agreement—The County has passed the amended agreement with the separate funding model for Big Valley and Donalda. Gord expects it will be on the next Town Council meeting agenda.

5. Library Manager's Report: A report was included in the meeting package.

6. Committee Reports:

- a. Friends of the Library—Casino is February 18 and 19. Annual general meeting will be in March.
- b. Advocacy & Programming—Met on February 5, 2020. Several programming and advocacy ideas were discussed: partnership with the P&H Elevator for a Harvest Supper; Planetarium; Dark Side of Stettler (True Crime, etc.); the Night Sky; Mini Comicon. The idea was to raise awareness.
- c. Personnel & Finance—Met on February 11, 2020 in regards to GIC investments.
- d. Policy Review – The committee will review the Finance Policy and ensure it sets guidelines around library reserve funds.
- e. Parkland Regional Library—February 20, 2020 is the next meeting.
- f. ALTA—Not doing well financially. There is to be a meeting about the viability of ALTA.

7. Next meeting—Wednesday, March 18, 2020 at 5:30 pm.

8. Adjournment—Moved by Ben at 6:30 pm.

CARRIED