

Stettler Library Board

Minutes of the Meeting

May 18, 2022

SRC Board Room and via Zoom

Call to Order: 5:17 pm

Attendance: Les Stulberg; Ben Ayotte; Barb Gano; Gail Peterson; Vicki Leuck; Corianne Nelson; Gord Lawlor; Blake Chapman; Jane Skocdopole (in separate meeting with CRA)

Regrets: Will Brown

Staff Present: Rhonda O'Neill; Crystal Friars

Agenda: Barb moved that the agenda be accepted as presented. CARRIED

Minutes for the April 20, 2022 meeting: Barb moved that the minutes be accepted as presented. Corianne seconded. CARRIED

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

2. **Correspondence:** a) RWA Chartered Professional Accountants—Letter in regards to 2021 audit.

3. **New Business:**

a. Provincial Operating Grant Application—In progress to be submitted by mid-June.

4. **Old Business:**

a. Plan of Service—The consensus was that the Plan of Service was very visual, easy to read, welcoming. It is available for anyone to look at on our website and will be sent to the Town council, the County council, Parkland Regional Library and the Minister of Municipal Affairs. Copies will also be available at the front desk. Barb moved that the Plan of Service be accepted as presented. Ben seconded. CARRIED

b. Personnel Policy—Ben reported that the committee review eliminated wordiness and brought policy in alignment with the Employment Standards code. If the legislation changes, the policy will align with the changes without need for amendment. Discussion over adding amendment dates to each subsection of the

personnel policy as is the current practice versus just one amendment date at the end of the policy. Gord moved that the personnel policy be accepted as presented and, in the future, including the current amendment date at the end of the policy. Barb seconded. CARRIED

5. **Library Manager's Report:** A report was included in the meeting package. The Stettler Public Library will be attending the Early Years Fair at the Clearview Offices on May 31. Rhonda will miss the June meeting as her daughter Shana will be visiting from Nova Scotia. The staff team will be participating in a Ghost Walk on June 15, 2022 at 8 pm after the board meeting and all Board members are invited.
6. **Committee Reports:**
 - a. Friends of the Library—First two Historic Ghost Walks of the year will take place on June 3 and 4 at 8:30 pm.
 - b. Advocacy & Programming—Completed Plan of Service.
 - c. Personnel & Finance—No meeting.
 - d. Policy Review – Met to work on the Personnel Policy.
 - e. Parkland Regional Library—To meet on Thursday, May 19. Gord and Haley Amendt presented their advocacy presentation at the Marigold Conference to great success.
7. **In Camera:** Did not go in camera
8. **Next meeting**— June 15, 2022 at 5:15 pm.
9. **Adjournment**—Moved by Gord at 5:46 pm. CARRIED