

Stettler Library Board

Minutes of the Meeting

February 16, 2022
SRC Board Room and via Zoom

Call to Order: 5:16 pm

Attendance: Jane Skocdopole; Les Stulberg; Ben Ayotte; Barb Gano; Gail Peterson; Blake Chapman; Vicki Leuck

Regrets: Corianne Nelson; Gord Lawlor; Will Brown

Staff Present: Rhonda O'Neill; Crystal Friars

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

Minutes for the January 19, 2022 meeting: Barb moved that the minutes be accepted as presented. Gail seconded. CARRIED

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

2. **Correspondence:** Gillian's Farewell Card

3. **New Business:**

- a. Plan of Service—Ben stated that the plan responds to information learned through the community assessment and community wellness survey. The tagline was discussed and the consensus was to keep both. Give any additional feedback to Rhonda by March 10 so it can be made print-ready in time for the March 16 board meeting.
- b. Trade Show--April 8 to 10, 2022. There are 8 shifts to be covered and Rhonda will send out a link to sign-up for shifts if you are able.
- c. Employee Recognition—The Board discussed employee recognition. Several staff reached milestones during the pandemic and it is time to catch up as per the library policy on Service Recognition. Staff will be gifted with Stettler Dollars. Staff will be invited to attend the April Board meeting for recognition, this year and every April (when needed) going forward.

4. Old Business:

- a. Budget 2022 Update— The County of Stettler has approved the Library’s 2022 budget. The Personnel/Finance met in regards to funds not spent in 2021 due to the continued closures and restrictions due to the pandemic. Barb moved that the unused funds from 2021 be used to do cap our reserve fund at \$109,000 (3 months operating fund) and make needed renovations to the children’s area. Gail seconded.

CARRIED

Library staff are investigating the possibility of an outdoor programming space. It was recommended to write a letter to Rotary and Kinsmen and Kinettes in regards to this project.

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

6. Committee Reports:

- a. Friends of the Library—Giant Book Sale will be held during the Trade Show. Set up on Thursday, April 7 at 6 pm and take down will be on Saturday, April 9 at 4 pm. Next Friends of the Library meeting will be held Wednesday, March 16, 2022 at 7 pm.
- b. Advocacy & Programming—Met to discuss the Plan of Service.
- c. Personnel & Finance—Met to discuss unspent funds from 2021.
- d. Policy Review – Committee members are reviewing the Personnel Policy.
- e. Parkland Regional Library—Next meeting is Thursday, February 24, 2022.

7. Next meeting—Wednesday, March 16, 2022 at 5:15 pm.

8. Adjournment—Moved by Barb at 5:39 pm.

CARRIED