

# Stettler Library Board Minutes of the Meeting

February 15, 2023  
SRC Board Room and via Zoom

**Call to Order:** 5:15 p.m.

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

**Special Guest:** Wayne Smith

**Regrets:** Will Brown

**Staff Present:** Rhonda O'Neill

**Agenda:** Blake moved the agenda be accepted as amended. CARRIED

**Minutes:** Gail moved the minutes from January 18, 2023 be accepted as presented. Barb seconded. CARRIED

1. **Treasurer's Report:** Barb moved that the Treasurer's report be accepted as presented. Vicki seconded. CARRIED
2. **Correspondence:**
  - a. **Benevity welcome package:** Benevity is a workplace giving platform. An initial donation of \$34.09 was received on February 2 and we have been invited to create a profile on their platform.
3. **New Business**
  - a. Annual Report – Ben moved that the Board approve the Annual Report for 2022 with corrections noted. Blake seconded. CARRIED
  - b. Trade Show Schedule: This year from April 14-16, Rhonda will send a link to sign up for Trade Show Shifts.
  - c. Regrets and members in good standing: Motion by Les Stulberg to excuse Will Brown and Gord Lawlor from attendance at the board meeting on February 15, 2023 and remain members of the Stettler Library Board in good standing. Vicki seconded. CARRIED
4. **Old Business**

- a. 2022 surplus and photocopier: Rhonda followed up with information about the current cost to replace the printer/photocopier with a service agreement.

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

6. **Committee Reports:**

- a. Friends of the Library: Met in January. Wine Survivor brought in \$3500 and plan is to keep it online as the community seems to favour that approach and enjoy the livestreams building up to the final elimination. Ghost Walks starting in June, going forward a member of the Friends will attend with Crystal to help with crowd management and to provide additional support for security. Friends will be prepping for the trade show book sale prep, collection starts March 1<sup>st</sup>.
- b. Advocacy & Programming: Will meet on March 2 at 5 p.m. at the SRC Boardroom. Rhonda to send out information in advance of the meeting.
- c. Personnel & Finance – did not meet
- d. Policy Review – Rhonda will send a doodle poll to pick a meeting date and will prep and distribute information in advance.
- e. Parkland Regional Library: To meet on February 23, 2023.

7. **In Camera:** Not required

8. **Next Meeting** – March 15, 2023 at 5:15 p.m.

9. **Adjournment:** Moved by Barb at 5:43 p.m.

#### **4a. Budget 2022 Update**

##### **Background:**

On the Profit and Loss Budget vs. Actual, our Net Ordinary Income is showing a \$8,512.65 surplus.

Below that we see the Other Income transferred from surplus (2021), \$30,000. You might remember that we had taken this surplus from 2021 and earmarked it for the renovation in the children's area. Later, we discovered that one of the pay periods from 2021 had not been reimbursed to the town. That shrunk the available surplus to \$16,923 for 2021. We scaled back our renovation plan but still spent \$20,331.33, resulting in \$3,408.33 spent above the available 2021 surplus. This amount reduces the 2022 surplus to \$5,104.32.

Of that total, we received grant funding of \$3000 for the Minds in Motion and have spent \$863.25 to date. We would like to roll the remaining \$2,135.75 into 2023 for future Minds in Motion programming.

This leaves a remaining surplus of \$2,968.57 for 2022.

##### **Recommendation:**

We would like to take this amount and use it to pay for the electrical work done on the circulation desk in January and add the remaining amount to add to our programming budget for 2023.

Another alternative would be to set up a separate reserve fund for the eventual replacement of our existing photocopier.