

Stettler Library Board

Minutes of the Meeting

October 17, 2024
SRC Meeting Room

Call to Order: 5:18 pm

Attendance: Jane Skocdopole, Ben Ayotte, Barb Gano, Gord Lawlor, Vicki Leuck, Will Brown

Regrets: Maria Cara, Gail Peterson, Les Stulberg, Blake Chapman

Staff Present: Rhonda O'Neill, Crystal Friars

Regrets and Members in Good Standing:

Vicki moved to accept the absence of Maria, Gail, Les and Blake from the meeting and for them to remain members of the Stettler Library Board in good standing. Ben seconded. CARRIED

Agenda: Barb moved the agenda be accepted as amended. CARRIED

Minutes: Will moved the minutes from September 19, 2024 be accepted as presented. Gord seconded. CARRIED

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

2. **Correspondence:**

a. AHS—Soaring Project application successful

3. **New Business:**

a. 2025 Draft Budget: The Personnel and Finance Committee met on October 7, 2023. There are small increases in certain budget lines for items such as a full audit. There was discussion around the appropriate amount for cola increase. Board went in camera at 5:37 pm.

Board came out of camera at 5:44 pm.

Barb moves to that the 2025 draft budget be accepted with 2% cola and an increase in donations to \$1500. Vicki seconded. CARRIED

b. Budget Presentations to Town and County: No dates have been set yet but it was suggested to ask for November 12 for the County and November 19 for the town. Barb, Jane and Vicki are willing to present with Rhonda.

- c. Early Closure November 27 for Staff Holiday Party: Barb moved that the library be closed at 6 pm on Wednesday, November 27 with extensive advertisement. Vicki seconded. CARRIED
- d. Lease renewal and programming room use: The library has had the use of the SRC meeting rooms for free for several years. We will to examine our usage of these rooms and pay the nonprofit rate for some use going forward. Room usage is not included in the lease agreement.

4. Old Business:

- a. PRL Conference: Rhonda attended a very good session on harassment of library staff by outside parties and patrons. The Policy Review committee will review policies and recommend changes as necessary. Gord attended a great session on diversity, equity and inclusion. The lunch served was excellent.
- b. Library Website update: PRL is working with Fishtank on fixes to identified issues. The library now appears in a Google search, but patrons are still not seeing the main page. It was described as clunky by a board member. Library staff have been requested to purchase the stettlerpubliclibrary.ca domain name for future use.

5. **Library Manager's Report:** A report was included in the meeting package. Barb moves that a dishwasher be purchased for \$6000 plus additional monies for plumbing. Will seconded. CARRIED

6. Committee Reports:

- a. Friends of the Library: Last ghost walks were on Oct 4 and 5. Wine Survivor tickets are now available with elimination draws starting on Dec 2. Spooktacular Book Sale Oct 19-25.
- b. Advocacy & Programming: No meeting
- c. Personnel & Finance: Met on Monday October 7 to discuss 2025 budget.
- d. Policy Review: No meeting. Email will be sent with next batch of policies to be reviewed.
- e. Parkland Regional Library: Continuing issues with websites are being discussed.

7. **Next Meeting** – Thursday, November 21, 2024 at 5:15 p.m.

8. **Adjournment:** Moved at 6:18 by Will. CARRIED