



Town of Sylvan Lake Library Board  
 Regular Monthly Meeting, Program Room

December 11, 2019

**MEETING MINUTES**

**TIME: 6:30 pm**

**MEMBERS PRESENT:** Deb Parry, Mareen Redies, Kathy Inglis, Shirley Allen, Julie Maplethorpe (arrived at 6:45), Jennifer Blair, Megan Hanson, Robert Wiens, Colleen Fisher, Andrea Newland

**ABSENT:** Rhonda Hamilton

Minutes Taken By: Shirley Allen	Action to be taken:	By who:	Timeline:
1. Deb called the meeting to order at 6:30 pm.			
2. Emergency Procedures - Deb			
3. Colleen moved that the agenda be approved with additions. Carried.			

<p>4. Robert moved that the minutes of November 13, 2019 be approved as read. Carried.</p>			
<p>5. Communications –  a) Kathy and Rhonda attended the financial webinar Nonprofit Budgeting for Beginners and subsequently added a line to the Treasurer’s job description in the Board Governance document to include the Treasurer’s duty to review monthly expenditures and revenue for significant variance.</p>			
<p>6. Financials – Kathy / Rhonda  a) Treasurer’s Report – Kathy / Rhonda  SYLVAN LAKE MUNICIPAL LIBRARY Account    \$155,599.40  Non-Registered Investments                    \$89,828.84  Town of Sylvan Lake Library Board Account    \$41,561.38</p> <p>\$30,000 in our account is the savings from last year that we didn’t invest in March when we had the final numbers because of the unsettled nature of the library management. The Provincial final payment and the Summer Student Grant money will be left in that account for now as it makes some interest and is readily available.</p> <p>b) 2020 COLA increase for staff</p> <p>Kathy moved that the staff be given their COLA as predicted on the budget wage grid for 2020 at 2%. Going forward, on the draft grid the Cola will be charted at .017 as this is the number the Town uses. Jennifer seconded. Carried.</p> <p>c) Staff Wage Grid level and hours</p> <p>Andrea is currently sitting between Level 6 and Level 7 on the wage grid. She has offered to forgo her COLA for this year in January and in trade would be assigned to a full Level 7 (this is a saving for us). Kathy moved that Andrea be placed at grid level 7 in January given that her 3-month review is satisfactory. Megan seconded. Carried.</p>			



<p>In the spring we discussed two grid difficulties for the staff. The director has 10 levels and the rest of the staff have only 4. Furthermore, part-time staff currently gain their increment based on a doubling of the number of hours required for the previous level. Given that they are part-time it becomes more and more difficult to receive an increment.</p> <p>Kathy moved we reconfigure their grid, adding a Level 5 and changing the number of hours required for levels 4 and 5 to lesser amounts. The grid currently reads: Level 1 - 910 hours, Level 2 - 1820 hours, Level 3 - 3600 hours. We would change level 4 to read 4800 hours and then level 5 would become 6400 hours. I move that the grid going forward for part-time staff be created using these values. Colleen seconded. Carried.</p> <p>d) AV and media equipment</p> <p>Kathy moved that we allow Andrea to spend up to \$10,000 to spend on an AV/media package for the program room. Seconded by Jennifer. Carried.</p>			
<p>7. Director's Report - Andrea Newland (Item B)</p> <p>a) Revised Wage Grid DRAFT - see Treasurer's report</p> <p>b) Programming update – A part-time program position is ready to post as a 6-month contract. This would allow the Library to offer weekend and evening programming.</p> <p>c) Marketing update</p>			
<p>8. Open Issues -</p> <p>a) 100 Women Who Care –</p> <p>Jennifer reported that the latest information she has received is that about \$6500 will be coming to the library.</p> <p>b) Policy</p> <p>i. Communication Policy –</p> <p>Jennifer moved that we accept the Communication Policy as presented. Carried.</p>			

<p>ii. Occupational Health and Safety Committee updates – Julie has been working on putting documents into the ASYL Style Sheet format. Parkland Regional Libraries have a safety policy manual which we will be able to edit for our own use.</p> <p>iii. Board Governance Policy - Mareen moved that the Board Governance Policy be approved with minor revisions to clarify Item 7. Carried.</p> <p>iv. Bylaws to the town - Last spring we sent the Town Council a request that they rescind some outdated bylaws and we have had no reply. Megan will look into this.</p>	<p>Adapt PRL safety manual</p> <p>Check with town</p>	<p>Julie</p> <p>Megan</p>	
<p>6. New Items</p>			
<p>7. Information and Updates – Deb</p> <p>a) In January we need to begin a review of the Library Plan of Service. Andrea will contact Parkland Libraries for help to organize a needs assessment. We can also do a paper survey with library patrons as well as an online survey.</p> <p>b) Andrea’s 3 Month Review is due in mid-January 2020. Megan, Julie and Deb offered to form a review committee.</p> <p>c) The Personnel Policy is up for review in January 2020. Mareen will add it to the next board package.</p> <p>d) The Records Retention Policy is up for review in January 2020. Andrea will check with Parkland for their retention times.</p> <p>e) We need to set a date for Ron Sheppard to come to give us some training. Andrea will check with him for times he is available and send them out to us.</p>	<p>Contact PRL re needs assessment</p> <p>Put PP into next board pkg</p> <p>Check with PRL re retention times</p> <p>Set up date for training with Ron Sheppard</p>	<p>Andrea</p> <p>Mareen</p> <p>Andrea</p> <p>Andrea, Megan</p>	

<p>f) Andrea has received a letter from PRL suggesting we send a thank-you letter to Kaycee Madu, the Minister of Municipal Affairs, expressing our gratitude for the funding we have received. We should also send one to our local MLA, Devin Dreesen.</p>	<p>draft letter</p>	<p>Shirley</p>	
<p>8. Next Board meeting: January 8, 2020, 6:30 pm</p>			
<p>9. Deb adjourned the meeting at 8:01 pm.</p>			

*Shirley  
Jan 8/2020*