

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

March 13, 2019

MEETING MINUTES

TIME: 6:30 pm

MEMBERS PRESENT: Deb Parry, Mareen Redies, Kathy Inglis, Shirley Allen, Caroline Vandriel, Julie Maplethorpe, Megan Hanson (arrived at 7:00 pm), Robert Wiens

REGRETS: Karen Baier, Jennifer Blair, Rhonda Hamilton-McPhail

Minu	tes Taken By: Shirley Allen	Action to be taken:	By who:	Timeline:
1.	Deb called the meeting to order at 6:33 pm.			
2.	Emergency procedures: Deb			
3.	Welcome guests: Deb. Megan Roth of Sylvan Lake News arrived at 6:58			

4. Kathy moved the agenda be approved as read. Seconded by Robert. Carried.		
5. Robert moved the minutes of February 13, 2019 meeting be approved as amended. Carried.	II	
6. Communications: None		
7. Financials		
a. Treasurer's report: Kathy - as of March 12, 2019		
The process of going ahead with two Library bank accounts is now being handled by SERVUS as all signatures have been completed. We have one account for our provincial deposit and one for all other banking.		
Kathy moved that the \$93.00 in SERVUS reward money be moved to Chequing and included in our long-term savings GIC, which will be taken out in MARCH. At the same time we will take out our short term saving's GIC for \$30,000. Seconded by Julie. Carried.		
Going forward, the renewal dates will need to be put on Director's and Treasurer's calendars to try and forestall loss of interest because the credit union's policy is that amounts are transferred automatically back into checking.		
b. Discussion on board directed purchases. On occasion the SLM Library Board chooses to support a purchase that is not part of regular library expenditures, e.g. Sharp's containers, boot racks etc that are not a budget item. Kathy moved that purchases directed by the Board and quoted at under \$500.00 be at the Director's discretion. Purchases over \$500.00 would require 3 written quotes (if appropriate) and Board approval. Seconded by Shirley. Carried.		
c. Bank account status. Chequing balance \$242,883.09 Servus Rewards for 2018 \$93.00		

8. Director's report: Caroline			
We will have a SAIT student for 3 weeks in April for a practicum.			
All staff have now had their first-aid training except for Beth, who will be rescheduled.	Reschedule Beth	Caroline	
Caroline will be speaking at the Marigold Library Conference in Calgary on May 15 and also at a library conference in Grand Prairie in September. The topic is staff evaluations.	betti		
We have been approved for the STEP grant for Tech support. It will not be necessary to receive applications for this position if the person who filled it last year is able to return.			
Deb asked what happens to staff when the library is closed due to unforeseen circumstances as has happened twice in the past month. In accordance with Alberta Labor, full time staff have been paid but part time staff have not since they were given notice before their shift starts. Consensus is that we will add an addendum to the Personnel Policy that part time staff be paid for 2 hours when their shift is cancelled due to unforeseen circumstance.	Draft an addendum to the Personnel Policy	Deb, Karen	
9. Open issues:			
a. Policy i) Policy update and ii) Director's evaluation.			
Karen submitted a written report as she is unable to attend the meeting.			
1. Performance Review- The Board members of the Performance Review subcommittee met to review the staff and Board surveys, the Director's self-assessment and the Director's goals. A second meeting is to be scheduled to develop feedback, and then a meeting with the Director will be scheduled to finalize goals which will then be shared with the Board. An in-camera session is requested for the April meeting to allow for Board discussion and input.			

A request was made for a final signed copy of last year's Performance Review, but at this point, no one has been able to locate that document. We have a copy of Caroline's initial submission, but additional input from the subcommittee was recorded by Dwayne to be included in the feedback. At this point, we will be working with what we have unless it is discovered.			
2. The Personnel Policy was presented to the staff and they were given an opportunity to review the document and to provide feedback. The development of the policy will require one more meeting to clarify and finalize two outstanding items that were brought forth.			
3. Please let the minutes show the Personnel Policy and Performance Review subcommittee are most appreciative of the time and effort made by staff and Board members to respond to the survey and to review the policy.			
4. Please note in the minutes that the Director's Self-Assessment, the Staff Feedback, and the Board survey were developed using materials from the Southern Ontario Service Library Committee. As such, these documents must include acknowledgment of this source, especially if distributed beyond our Library. Although I did not reference this on Survey Monkey, I will ensure the final document files include this notation. As a Library, I think we must be very conscious of copyright laws and follow them accordingly.			
50c			
iii) Occupational Health and Safety Committee Updates – Julie/Deb	Purchase case		
Labels for fire extinguishers are not needed, as the present extinguishers have them already.	for fire extinguisher	Caroline	
Julie suggested we purchase a fire extinguisher protective case for the program room.			
Dave Parry has located some compressed air extinguishers for practice.			
Julie and Deb will attend the next staff meeting to continue working with staff on the hazard assessment.	Meet with staff again re hazard assessment	Deb/Julie	
The Fire drill procedure is finished and ready to hang.			
The oath of confidentiality is ready.			

The working alone policy will be ready after some wording changes.			
Julie and Deb will be meeting with Morton Safety Services to review our safety program. Morton's is willing to come to do WHIMIS 2015 and GHS training. The total cost for 12 employees would be \$419.37. Each staff would open a portal and write an exam to receive a certificate which would be good for 3 years. Caroline affirmed the cost could come from money allocated to training and asked Julie to follow through	Arrange meeting with Morton Safety Services	Julie	
We have 3 quotes for Muster Point signs. Caroline will call Sir Lancelot to see if he can make reflective signs and will then make the choice.	Order Muster Point signs	Caroline	
iv) FOIP – Mareen advised that the FOIP Policy is ready. She moved that we accept the policy with changes. Robert seconded. Carried.			
v) Scent free policy – Jennifer/Deb. Consensus is to add the wording to the Personnel Policy and also to the Behaviour in the Library Policy.			
vi) Town of Sylvan Lakes Library by-laws — Deb has brought this to the Town Council's attention and the by-laws will be reviewed by Council in 2019.			
b. Boot rack update – Caroline - We have purchased plastic wipeable movable adjustable racks from Bed, Bath and Beyond and staff will install them in the near future.	Request FOSSL		
c. AED update – Megan reported that most of the town facilities have AED's but they do not supply them. Consensus is to ask FOSSL to purchase.	to purchase an AED.	Caroline	
d. Building lease update – Deb reported that the lease is at the lawyers and we will have it shortly.			

e. Programming Plan/Goals 2019 – Caroline.			
The goals are outlined in a document tabled from last meeting.			
Art attack had to be cancelled as the Sylvan Lake Rec and Culture Grant denied our request. This may have been better received if the request had been submitted by FOSSL.			
Caroline is looking into other avenues for funding. Discussion followed concerning other sources of grant money, such as Nova or other businesses.			
Mareen suggested a wish list for specific items could be put on the Library website, facebook, even printed on bookmarks.			
Planning goals: Mareen suggested that the Library plan some weekend events for working parents. At present this could not be covered by available staff but could be a budget item for next year.			
10. New items: Mareen has heard that staff reads the Board minutes. She suggested the Director add to her report a section describing the programs in detail with photos. Kathy suggested that each month one staff could be highlighted talking about a program with which they were involved. This would be part of the Board minutes and so on the Library website.	Develop program highlight	Caroline	
11. Information and Updates: Deb			
The Board Governance workshop is this weekend. Robert, Kathy Karen are going.			
The Volunteer Gala is coming up April 13, reminder to RSVP.			
12. Next Board Meeting: April 10, 2019, 6:30 pm			

13.	Deb adjourned the meeting at 8:17 pm.		
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Alborah parry April 10 2019