



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

February 12, 2020

MEETING MINUTES

TIME: 6:30 p.m.

MEMBERS PRESENT: Deb Parry, Mareen Redies, Kathy Inglis, Shirley Allen, Julie Maplethorpe, Megan Hanson, Colleen Fisher, Andrea Newland

REGRETS: Robert Wiens

Minutes Taken By: Shirley Allen	Action to be taken:	By who:	Timeline:
1. Deb called the meeting to order at 6:32 p.m.			
2. Emergency procedures - Deb			
3. Kathy moved that agenda be approved with an addition. Carried.			
4. Mareen moved that the minutes of January 8, 2020 be approved as submitted. Carried.			

<p>5. Communications - Deb</p> <p>a) Deb has contacted Jennifer and she has no pending items for Board attention.</p> <p>b) Deb has received and sent on two submissions for the Parkland Community Update at the February 20, 2020 Parkland Library Board meeting.</p>			
<p>6. Financials</p> <p>a) Treasurer's Report – Kathy</p> <p>Sylvan Lake Municipal Library. \$198,830.99</p> <p>Non-registered investments. 89,828.84</p> <p>Town of Sylvan Lake Library Board. 41,621.69</p> <p>The town's quarterly payment has been received.</p> <p>The 100 Women who Care group have now committed \$7,200.00.</p> <p>The Early Childhood Coalition has donated \$4,000.00 to be used in the Children's area.</p> <p>Kathy moved that the financial report be accepted as read. Megan seconded. Carried</p>			
<p>7. Director's Report - Andrea (Item B)</p> <p>a) Andrea presented the Annual Report for Board approval prior to submitting it to PRL.</p> <p>Colleen moved that the annual report be accepted with minor changes. Carried.</p> <p>b) Programming Update (Item D)</p> <p>In addition to the Programming Report, there are two additional offerings for February. Alberta Parks will present Walk on the Wild Side on Saturday February 22, 11:00 to 12:00 p.m. and the Schizophrenia Society of Alberta will bring a Community Education Presentation on Thursday February 27 from 6:30 - 7:30 p.m.</p> <p>b) Marketing Report (Item E)</p>			

pb

8. Open Items - none			
<p>9. Policy</p> <p>a) By-Laws -Megan (Item F) Colleen moves to request that the Town of Sylvan Lake repeal bylaw 777/80 and 823/83 and replace them with a new by-law as presented in Item F. Carried.</p> <p>b) Occupational Health and Safety Committee - Julie Andrea is working on streamlining the PRL Safety Manual as a basis for the SLML Safety Manual, Julie is working on Safe Work Practices, and Mareen is working on an Incident Report Form.</p> <p>c) Personnel Policy Review - Deb led a continuation of the review of the Personnel Policy.</p> <p>d) Board Manual - Deb – The Library Board does not as yet have a Board Manual. This will be an item for consideration after the Personnel Policy review is completed.</p>	<p>Safety Manual</p> <p>Safe Work Prac.</p> <p>Incident Rep. Form</p>	<p>Andrea</p> <p>Julie</p> <p>Mareen</p>	
10. New Items			
<p>a) Jasper Conference - Shirley is unable to attend. The alternate is Robert and Deb will contact him.</p>			
11. Information & Updates - Deb			
<p>The Plan of Service facilitation will be Wednesday Feb 26, 6:00 to 8:00 p.m.</p>			
12. Next Board Meeting – March 11, 2020, 6:30 p.m.			
13. Deb adjourned the meeting at 8:28 p.m.			

Shirley Derry
Mar 11 / 2020.