



Town of Sylvan Lake Library Board
Regular Monthly Meeting, ZOOM

June 10, 2020

MEETING MINUTES

TIME: 6:30 p.m.

MEMBERS PRESENT: Deb Parry, Mareen Redies, Kathy Inglis, Shirley Allen, Julie Maplethorpe, Megan Hanson, Robert Wiens (joined at 7:00 p.m.), Colleen Fisher, Andrea Newland, Chris Lust

REGRETS:

Minutes Taken By: Shirley Allen	Action to be taken:	By whom:	Timeline:
1. Deb called the meeting to order at 6:33 p.m.			
2. Mareen moved the agenda be approved with amendments. Carried.			
3. Kathy moved the minutes of May 13, 2020 be approved as submitted. Carried.			

<p>4. Communications - Deb Letters have been sent out to Ministers Kaycee Madu and Devin Dreeshen thanking them for their support of libraries. Andrea also sent a thank you to the Town Council Deb has forwarded numerous updates from PRL, ALTA and MAH.</p>			
<p>5. Financials a) Treasurer's report - Kathy/Colleen SL Municipal Library \$117,572.82 GIA Investments for Long Term Planning \$131,894.90 Town of Sylvan Lake Library Board \$ 81,397.08</p> <p>Kathy moved that the Board create a new budget line item, with an amount of \$5000. The budgeted amount would be moved from Salary and Wages. It is to be used for PPE, shields and other purchases that are now required for our new ways of operating safely. Seconded by Julie. Carried.</p> <p>b) On-line seminar discussion (Item B) - Kathy Kathy brought some ideas from the NFP Weather the Economic Storm Seminar which she attended on line. Recommendations include thanking funders and donors, checking supplies, encouraging feedback from on-line users as well as planning for best, moderate and worst case scenarios.</p>	Write thank-you letters	Kathy, Shirley	
<p>6. Director's Report – Andrea (Item C) The Library is now mailing books on hold to Library patrons. The Operating Grant application to the Public Library Services Branch has been submitted. The Relaunch Plan is ready. The first drafts of the Mission and Vision Statements and the Plan of Service are done.</p> <p>a) Programmers Update (Item D) On-line programs remain extremely popular. New virtual offerings are Yoga Story Time and Trivia night. The first Trivia Night focused on Disney Trivia and was a great success.</p> <p>b) Marketing Update (Item E)</p>			



<p>7. Open Items</p> <p>a) Library re-opening Andrea has developed a re-launch plan which has been shared with other libraries through PRL. After discussion, Colleen moved that the Board approve the plan as submitted by Andrea with a potential opening date of June 23, 2020. <i>Carried</i></p> <p>b) Jasper Conference Review - Deb In addition to the annual Alberta Library Conference in Jasper, Regional Library Systems such as Marigold and Yellowhead hold workshops and conferences which would be valuable for staff to attend. Since these are just one day sessions, more people would be able to attend. The Board consensus is that conference attendance will alternate between Jasper and regional conferences for both Board members and Library staff.</p> <p>c) Mission and Vision Statements</p> <p>d) Plan of Service draft (Item F) - Andrea Andrea brought the first drafts of the Mission and Vision Statement and the Plan of Service Draft for discussion. She asked Board members to email their suggestions to her. She will bring the second draft to next meeting.</p>	<p>Further work on Mission and Vision statements and the Plan of Service</p>	<p>Andrea</p>	<p>Meeting Aug 5, 2020</p>
<p>8. New Items</p> <p>a) Communications, Protection, Readiness Document (Item G) - Kathy Kathy introduced the publication NPower's Nonprofit Guide to Business Continuity and Disaster Recovery which lays out a strategy for disaster preparedness. Many of the categories the Library already addresses to some extent. Kathy and Chris will review this document's application to the Library in more detail.</p>	<p>Review the CPR document</p>	<p>Kathy, Chris</p>	
<p>9. Policy</p> <p>a) Bylaw change update - Megan Megan reported that two old Town by-laws setting out the functioning of the Library Board have been repealed and replaced.</p>			

<p>b) OH&S (Item H) - Julie Julie has prepared a Health and Safety Program update which is included as Item H in this Board meeting package.</p> <p>c) Personnel Policy Review - Mareen This review has been on hold due to the Library shutdown. The Committee expects to be able to meet in person in the next few weeks.</p> <p>d) Tuition Reimbursement (minor revision) (Item I) - Andrea Andrea has finished the Tuition Fees Reimbursement Policy.</p>	Review Personnel Policy	Mareen, Shirley, Colleen	Meeting Aug 5, 2020
<p>10. Information and Updates – Deb</p> <p>a) Jasper reimbursement (Item J) - Deb Deb has received reimbursement from Jasper Park Lodge for the two rooms which she booked for the Alberta Library Conference which was cancelled. This reimbursement has been passed on to the Library.</p>			
<p>11. Next Board Meeting - Aug 5, 2020 at 6:30 p.m.</p>			
<p>12. Adjournment - Deb adjourned the meeting at 8:03 p.m.</p>			

Deb Perry
Aug 5/20