



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

March 11, 2020

MEETING MINUTES

TIME: 6:30 p.m.

MEMBERS PRESENT: Deb Parry, Mareen Redies, Kathy Inglis, Shirley Allen, Julie Maplethorpe (arrived 6:35 p.m.), Robert Wiens, Colleen Fisher, Andrea Newland, Chris Lust

REGRETS: Megan Hanson

Minutes Taken By: Shirley Allen...	Action to be taken:	By whom:	Timeline:
1. Deb called the meeting to order at 6:30 p.m.			
2. Emergency Procedures - Deb			
3. Colleen moved the Agenda be approved with amendments. Carried.			

<p>4. Kathy moved the minutes of February 12, 2020 be approved as submitted. Carried.</p>			
<p>5. At 6:36 p.m. Kathy moved that the meeting move into camera. Carried. At 6:54 p.m. Colleen moved that the meeting move out of camera. Carried.</p>			
<p>6. Communications - Deb a) The Board received a letter from Kaycee Madu acknowledging our own letter sent in January to thank him for continued funding. b) The Board also received a letter from Public Library Services Branch announcing the opening of nominations for Minister's Awards for Excellence in Public Library Service. Deb has sent this information to Board members by email.</p>			
<p>7. Financials - Kathy a) The GIC Investment account for Long Term Planning has a balance of \$89,828.84. This account accumulates funds which have been held in reserve for one year. The Board endeavours to keep about two months of needed funds readily available against late grant payments. Then, when the books are completed for the previous year, a portion of that money is transferred to this Long Tern Planning account. Our bookkeeper, Val Shellenberg, our Director, Andrea Newland and our Board treasurer, Kathy Inglis, have gone over the 2019 financial documents and recommend transferring \$40,000 into this account when its anniversary comes up on March 21st, 2020. The accrued interest for 2019 was \$1613.23 which would also be transferred into this account. Kathy moved that \$41,613.23 be moved to the GIC investment on March 21, 2020. Robert seconded. Carried.</p>	<p>Move money into GIC</p>	<p>Kathy</p>	<p>Mar 21, 2020</p>

<p>b) At present the Town of Sylvan Lake Library Board account (for Provincial deposits) has a balance of \$41,587.22. Val recommended this money be left in this account to serve as a reserve for 2020. It is readily accessible but does earn some interest (about \$25 per month, paid quarterly).</p> <p>Kathy moved that the money presently in the Town of Sylvan Lake Library Board account (\$41,587.22) remain in that account unless needed for 2020. Mareen seconded. Carried.</p> <p>c) At the end of 2019 the Library had approximately \$135,000 in a regular chequing account and about \$29,500 in Liabilities. The Library also was the recipient of some special one-time donations which have been and will be spent on designated projects over and above regularly budgeted items. One of those special items is the AV system for the program room for which purchasing was approved in 2019. There is a possibility that FOSLL will contribute to this purchase but otherwise the Library will pay the total bill of approximately \$8,000.</p> <p>d) Current Bank Balances: SLML chequing account: \$156,084.36 Long Term Planning: 89,828.84 Town of Sylvan Lake Library Board: 41,637.49</p> <p>Kathy moved the financial report be accepted as read. Seconded by Robert. Carried.</p>			
<p>8. Director's Report - Andrea (Item B)</p> <p>a) Programming Update (Item C)</p> <p>The Library will be offering Sensory story times starting Saturday, March 14, 2020. Art Attack programs continue to be very successful as does the Anime Club. The Anime Club is the most well-attended after-school club and will now run an extra half-hour, from 3:30 to 5:00 on Wednesdays. The Film Society was sold out for the March film, due in part to paid newspaper ads. There are plans to start a Stars and Strollers movie screening and an International Film Society.</p>			

<p>There was a good turn-out for the Plan of Service Meeting with 23 attendees. One thing that stood out is a need for more advocacy for Library programs. Haley is working on a new Plan of Service which will come to the Board for discussion in May.</p> <p>b) Circulation Update (Item D) There has been a change to the Circulation Policy. Inter-library loans are no longer being done through TAL Online but through Relais D2D.</p> <p>c) Marketing Update (Item E)</p>			
<p>9. Open Items</p> <p>a) Jasper Conference: Going Forward (Item F) - tabled until the April 8, 2020 Board meeting.</p> <p>b) Board Manual (Item G) - tabled until the April 8, 2020 Board meeting.</p> <p>c) Deb opened a discussion about the Library's need to prepare to respond to the COVID-19 outbreak. Social media could be used to remind people to stay away if they are not well. If appropriate, Andrea and Deb could decide to close the Library. The Library needs to be in accordance with the protocol the Town adopts. Andrea will check into the protocols that other libraries are following and what actions the Town is planning.</p>	Check re COVID-19 protocols	Andrea	
<p>10. Policy</p> <p>a) Occupational Health and Safety Committee Updates Andrea, Deb and Julie have been working on the new Safety Manual and it is close to completion.</p> <p>b) Personnel Policy Review - Deb (Item H). Deb led a completion of the review of the Personnel Policy. The Policy will now go the Personnel Policy Committee for a final reading and for the addition of some definitions.</p>	<p>Finish Safety Manual</p> <p>Definitions, final reading</p>	<p>Andrea, Deb, Julie</p> <p>Mareen, Colleen, Shirley</p>	<p>April Board mtg.</p>

<p>11. New Items</p> <p>a) PRL renovations and new facility (Item I) - PRL has started construction on a new head office and hopes to move into it in the fall of 2020.</p> <p>b) Minister's Awards in Excellence in Public Library Service nomination (Item J) The SLMLB is nominating two community outreach projects, the Little Free Pantry and the Gardening Project.</p>			
<p>12. Information and Updates – Deb</p> <p>a) ROI from Parkland Regional Library (Item K) The Town of Sylvan Lake membership levy to PRL for 2019 was \$122,232.00 and the benefit to the Library was \$507,304.45, giving a return of \$4.15 on the dollar.</p>			
<p>13. Next Board Meeting: April 8, 2020 6:30 p.m.</p>			
<p>14. Deb adjourned the meeting at 8:56 p.m.</p>			

*Cheriah Parry
April 17 2020*