



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

Oct 14, 2020

MEETING MINUTES

TIME: 6:30 p.m.

MEMBERS PRESENT: Deb Parry, Mareen Redies (ZOOM), Kathy Inglis, Shirley Allen, Julie Maplethorpe ZOOM, Robert Wiens 6:56 pm (ZOOM), 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 6:48 p.m.			
2. Chris moved the agenda be approved as amended. Carried.			
3. Kathy moved the minutes of September 9, 2020 be approved as submitted. Carried.			

<p>4. Communications – Deb. The OH&S Policy is finished and will be presented to the Board at the November meeting.</p>													
<p>5. Financials a) Treasurer’s report – Kathy/ Colleen</p> <table border="0" data-bbox="310 386 1129 678"> <tr> <td>Oct 13, 2020 Last quarter deposit Town of SL</td> <td>\$104,805.00</td> </tr> <tr> <td>Current balance in chequing</td> <td>171,420.79</td> </tr> <tr> <td>Oct 6, 2020 ALTA Govt Installment 2nd deposit</td> <td>39,711.00</td> </tr> <tr> <td>Oct 13, 2020 current balance in Provincial Acct</td> <td>121,176.13</td> </tr> <tr> <td>GIC due in March for Long-Term Planning</td> <td>131,894.90</td> </tr> </table> <p>b) The Audit charge for LAPP (every 3 years) was under \$1500.00.</p> <p>Kathy moved the Treasurer’s report be accepted. Colleen seconded. Carried.</p>	Oct 13, 2020 Last quarter deposit Town of SL	\$104,805.00	Current balance in chequing	171,420.79	Oct 6, 2020 ALTA Govt Installment 2nd deposit	39,711.00	Oct 13, 2020 current balance in Provincial Acct	121,176.13	GIC due in March for Long-Term Planning	131,894.90			
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<p>6. Director’s Report – Andrea (Item B) The Plan of Service is finished and has been submitted to PLSB. FOSLL will be holding a book drive in preparation for a book sale. They have donated \$2000.00 to replenish the non-fiction section and \$1000.00 for 2 study carrels. There will be some additional funds coming from 100 Women Who Care. Sylvan Lake Library programming during and following closure has been outstanding and the Library has been able to assist some other libraries as they deal with re-opening following COVID.</p> <p>a) Programmers Update (Item C)</p> <p>b) Marketing Update (Item D)</p>													

<p>7. Open Items</p> <p>a) Policy Review – Mareen has divided the Library Policies into 3 categories (Governance, Service and Personnel) with a recommendation that a sub-committee be formed to deal with each category. More details to follow.</p>			
<p>8. New Items</p> <p>a) Christmas closure dates – Andrea Consensus is that the Library will close at 12:30 p.m. on Christmas Eve and remain closed until Monday Dec 28, 2020. It will close at 12:30 on New Year’s Eve and re-open on Saturday Jan 2, 2021.</p> <p>b) AUMA convention – Julie Julie attended the virtual convention of the AUMA, which represents 169 municipalities across Alberta. The AUMA will be lobbying the provincial government for a change to library funding. At present funding is based on the 2016 census but AUMA would prefer the government use the most recent year’s figure.</p> <p>c) Stronger Together Conference – Deb Deb and Kathy reported on the Stronger Together Conference which was held virtually on October 1 and 2. They noted that many of the presentations were excellent and encouraged Board members to access them as they are still available on-line.</p> <p>d) Director’s one-year review – Deb Deb presented the Director’s one-year review to the Board. Deb moved that the Board accept this review which confirms that Andrea has successfully completed her probation and will receive the annual increase in pay. Kathy seconded. Carried.</p>			
<p>9. Policy</p> <p>a) Circulation Policy – Andrea (Item E) Parts of the Circulation Policy were reworded to reflect the elimination of overdue fines.</p>			

<p>10. Information and Updates</p> <p>a) The Library budget will be presented to Town Council on Monday October 26, 2020 at 6:00 p.m. Board members are encouraged to attend.</p> <p>b) Deb graciously thanked the three departing Board members, Megan Hanson, Mareen Redies and Shirley Allen for their years of service on the Board.</p>			
11. Next meeting – November 18, 2020, 6:30 p.m.			
12. Deb adjourned the meeting at 7:45 p.m.			

Deborah
Nov 19 2020