



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

September 9, 2020

**MEETING MINUTES**

TIME: 6:30 p.m.

**MEMBERS PRESENT:** Deb Parry, Kathy Inglis, Shirley Allen, Julie Maplethorpe, Megan Hanson, Colleen Fisher, Andrea Newland, Mareen Redies (ZOOM), Robert Wiens (ZOOM)

**REGRETS:** Chris Lust

Minutes Taken By: Shirley Allen	Action to be taken:	By whom:	Timeline:
1. Deb called the meeting to order at 6:32 p.m.			
2. Kathy moved the agenda be approved as amended. Carried			
3. Julie moved the minutes of June 10, 2020 be approved as amended. (Item A). Carried.			

<p>4. Communications – Deb</p> <p>a) 2020 Minister's Awards for Excellence in Public Library Service Award A letter was received from the Honourable Kaycee Madu informing the Board that the Ministers Awards Review Committee did not select Sylvan Lake Municipal Library for an award.</p> <p>b) A letter has been drafted to welcome the Honourable Tracy Allard, the new Minister of Municipal Affairs. Colleen suggested a line or two be added to the letter with more details about the successful programs offered by the Sylvan Lake Municipal Library. A copy will be sent to the Honourable Devin Dreeshen, the MLA for Sylvan Lake/Innisfail and the Minister of Agriculture and Forestry.</p>									
<p>5. Financials – Kathy, Colleen</p> <p>a) Fine Free – Andrea (Item E) Late fines have been suspended since March 2020 due to the Library closure. Andrea suggested that the Library permanently adopt a fine-free policy. Discussion followed. Shirley moved that the library adopt a fine-free policy for overdue materials. Mareen seconded. Carried.</p> <p>b) Treasurer's report</p> <table data-bbox="367 889 882 993"> <tr> <td>Town of SL Library Board</td> <td>81449.41</td> </tr> <tr> <td>SL Library Business Plan</td> <td>117,724.13</td> </tr> <tr> <td>Non-registered investments</td> <td>131,894.90</td> </tr> </table> <p>Kathy moved that the Treasurer's report be accepted as presented. Colleen seconded. Carried.</p> <p>Colleen moved we go into camera at 6:48 p.m.</p> <p>Kathy moved that we move out of camera at 7:09 p.m.</p> <p>Kathy moved that the Board accept the 2021 Annual operating budget, to be presented to the Town of Sylvan Lake on Oct 26. 2020. Colleen seconded. Carried.</p>	Town of SL Library Board	81449.41	SL Library Business Plan	117,724.13	Non-registered investments	131,894.90			
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<p>6. Director's Report – Andrea (Item B)</p> <p>A new COVID screening procedure has been implemented for staff.  Community Partners have donated a walker for use of Library patrons.  The Library is working on a new up-to-date Brochure for FOSLL.  The adult non-fiction section is being weeded and new items will be purchased.</p> <p>a) Programmers' Update (Item C)</p> <p>b) Marketing Update (Item D)</p>			
<p>7. Open Items - None</p>			
<p>8. New Items</p> <p>a) November Board Meeting – Deb  As the second Wednesday in November falls on November 11, Armistice Day, the November Library Board meeting will be moved to Wednesday, November 18, 2020 at 6:30 p.m.</p> <p>b) In-person programming at other facilities – Kathy  If Library programs need to find more room to allow for social distancing, it may be possible to find space in other buildings such as the Nexsource Center, local breweries, the Community Center or local churches.</p>			
<p>9. Policy</p> <p>a) Policies rescinded and Bylaw revisions – Deb, Mareen (Item F)  Mareen, Deb and Andrea have been reviewing existing policies and by-laws and found that some of them are redundant or no longer relevant.</p>			

<p>Mareen moved that we delete the policies listed in our board package (P-015A: Code of Ethics, Personnel Policy: Intent and Regulation, and Orientation and Continuing Education of Board and Staff). Carried.</p> <p>The old Policy Manual will be archived. There will be a new binder for paper copies. Updated policies can be accessed on the SLML website and staff can access them on the M-drive.</p> <p>b) OH&amp;S – Julie Julie will bring an OH&amp;S update to the October Board meeting.</p> <p>c) Personnel Policy Update – Mareen (Item G) Mareen has made some changes rising from the discussion at the August meeting. Mareen moved that the Board approve the Personnel Policy as presented with some amendments. Carried.</p>			
<p>10. Information and Updates – Deb - none</p>			
<p>11. Next Board Meeting – October 14, 2020, 6:30 p.m.</p>			
<p>12. Deb adjourned the meeting at 7:51 p.m.</p>			

*Cheryl Perry*  
Oct 14 / 20