



Town of Sylvan Lake Library Board
Regular Monthly Meeting ZOOM

April 14th, 2021

MEETING MINUTES

TIME: 6:30 p.m.

MEMBERS PRESENT: Deb Parry, Christina Lust, Andrea Newland, Julie Maplethorpe, Jas Payne, Rob Wiens, Briana Darbyshire, Sean McWade, Kathy Inglis, Virginia Beswick, Colleen Fisher
Guests: Valerie Schellenberg, Grant Stange
Regrets:

Minutes Taken By: Sean McWade	Action to be taken:	By whom:	Timeline:
1. Call to order – 6:30 PM			
2. Approval of the Agenda: No new items to add. Kathy moved. Carried.			
3. Approval of the Minutes: Sean moved. Carried.			

4. Communications – No communications to Report			
<p>5. Financials</p> <p>a. The term deposit with the additional funds has been renewed and the account balance is \$159,005.22.</p> <p>b. Signatures have been added for Virginia and Briana.</p> <p>c. The current balances are:</p> <ul style="list-style-type: none"> o Sylvan Lake Municipal Library Regular Chequing: \$80,877.98 o GIC \$159,005.22 o Town of Sylvan Lake Library Board \$46,277.46 <p>Briana moved to accept. Robert seconded. Carried.</p>			
<p>6. Director’s Report</p> <p>a. Director’s Report – as presented in package.</p> <p>b. Programming Update – Kathy wanted to share how impressed she was with the thoroughness and consistency with programming.</p> <p>c. Marketing Update – as presented in package.</p>			
8. Open Items – no open items to share.			
<p>9. New Items</p> <p>a. 2020 audit Review RSM- Grant Stange from RSW Presented – Grant noted that this report is consistent with those conducted in previous years. Grant noted that the review appreciated the full support of management during this process. Following discussion and clarifications in various areas of the report, a motion was made to accept the report pending the amendments.</p> <p>Motion to accept auditor’s report as amended by Virginia. Seconded by Julie. Carried.</p>			
<p>10. Policy</p> <p>a. Library Bylaw – Andrea presented the bylaw for first reading. Christina requested clarity on who is responsible for revoking of a patron’s card. Andrea clarified that it is an operational decision and not a Board decision. The second and third reading are scheduled to occur at the next Board meeting. Language consistency was key in the process of amending this bylaw. Andrea noted that</p>			



<p>she appreciated the specific inclusion of statement 2.4 in regards to its usefulness in situations such as Covid has created. Page numbering will be updated by next reading. Colleen noted that having set fees in the bylaw may cause difficulties in the future. Andrea noted that fees must be included in bylaws. Rob reiterated that as an operational bylaw this is necessary. Jas noted that this structure has its own benefit that allows bylaws to be revisited more frequently when fee structures are needing to be updated as well. Deb noted that there is a plan in place to set a schedule to update all bylaws and policies for future Boards so they are reviewed more frequently or on a schedule. Jas motioned to accept first reading of the bylaw. Carried.</p>			
<p>11. Information and Updates – Deb noted that this is the time of year that a mid-year review is sent to the town. Thanks to the joint committee, the Board feels that town council is already well informed of the library’s activities.</p>			
<p>12. Next meeting: May 12th, 6:30 PM</p>			
<p>13. Adjournment: 7:25 PM</p>			

*Approved
May 13/21*