



Town of Sylvan Lake Library Board
Regular Monthly Meeting ZOOM

February 10th, 2021

MEETING MINUTES

TIME: 6:30 p.m.

MEMBERS PRESENT: Deb Parry, Colleen Fisher, Christina Lust, Andrea Newland, Julie Maplethorpe, Jas Payne, Rob Wiens, Briana Darbyshire, Sean McWade, Kathy Inglis.

ABSENT: Virginia Beswick

Minutes Taken By:	Action to be taken:	By whom:	Timeline:
1. Call to order – 6:36 pm			
2. Approval of the Agenda: No new items to add. Colleen moved. Carried.			
3. Approval of the Minutes: Colleen moved. Carried.			

<p>4. Communications – A Christmas card from Parkland Regional Library was found in the Board box and thanks was given from Deb. - When committee meetings are set please c.c. Deb with details.</p>			
<p>5. Financials a) Treasurer’s Report Budget Update:</p> <ul style="list-style-type: none"> • We opened 2021 with approximately \$100,000 in our chequing account after the major bills were paid from the end of December, including our insurance through the town. • Approximately this amount has been our practice for a few years to ensure we can cover about two months of regular expenses. • The Town of Sylvan Lake gave us their quarterly payment on January 20th, 2021 for \$105, 049.96. • Our account for deposits by the Province stands at \$71, 243.69. We expect to receive two payments from the Province this year of about \$39,000 each. • This account acts as a Daily Savings Account, earning a small amount of interest but always accessible. In the fall we transferred \$50,000 out to chequing. • Last year this account had \$41, 586 at the start of 2020. <p>Current Bank Balances are: Chequing: \$162,162.77 Includes Servus Rewards Long Term Planning: \$131,894.90 This is a GIC that comes due in March Provincial deposits account: \$71,243.69</p> <p>Kathy moves that we transfer money from the Sylvan Lake Municipal Library Account (Provincial Monies) to be added to our GIC when it comes up for renewal in March. Kathy moves that the amount be authorized by the Board up to \$25,000 after the Profit and Loss statement for February is generated. The Financial Committee will meet electronically to determine the final amount before going to Servus Credit Union to update our term deposit. Seconded by Rob. Carried.</p> <p>Motion for the acceptance of the Treasurer’s report – Kathy. Seconded by Colleen. Carried.</p>			

<p>Questions from this discussion: Briana asked about the type of accounts the deposits are made in and Kathy indicated it is based on one-year term and non-redeemable account. Colleen asked about the potential discrepancy in the numbers that were seen in the report. Further investigation will be done by Kathy.</p>	<p>Looking at the financial statements for any potential discrepancies</p>	<p>Kathy and Deb</p>	<p>1 month</p>
<p>6. Director's Report a. Director's Report – Main update was material related to 2020 annual report.</p> <p>Colleen inquired as to how the numbers of members compared from this year to last year and Andrea indicated they were very similar despite the challenges and closures during the past year. Further highlights of the annual report were the positive comments from patrons given in regard to peoples' personal experiences with the library. A suggestion was made to send these positive comments to the Town Council, the Summer Villages Councils, and the Sylvan Lake MLA to share these positive experiences.</p> <p>b. Programming Update – Still continuing online, extension of programs online as necessary as staff further adapt.</p> <p>c. Marketing Update – No comments made during meeting but the details are in the written report.</p>			
<p>7. Open Items a. Virtual Board Orientation – Briana shared the benefits of this orientation and gave a great highlight of how it shed more light on the responsibilities of the Board as a whole. Christina shared that it was consistent with previous training and appreciated the refresher on the policies. Sean appreciated the accessibility and approachability of the presentation.</p>			



<p>8. New Items a. 2020 Annual Report – Approval to send in report brought forward by Deb. Carried.</p>			
<p>9. Policy a. Policy Structure and Review Schedule / Plan – Andrea and Deb have discussed these materials thoroughly together. Each subcommittee has a primary focus to start. Governance – First focus will be the Library Bylaw Service Policies – First focus will be the Resource Sharing Personnel Policies – First focus will be the Records Retention</p> <p>When policies are ready for review, please let Deb know in time to be included in the next Board package. Subcommittee meetings can be held in person or in the library due to the size of the subcommittees. Please c.c. Deb with the meeting details.</p>	<p>Share the policies, templates, and ASYL sheet with committee members</p>	<p>Andrea</p>	<p>This week</p>
<p>10. Information and Updates a) Audit presentation will occur at the April 14th meeting.</p>			
<p>11. Next meeting: March 10th, 2021 6:30 PM</p>			
<p>12. Adjournment: 7:20 pm</p>			

Deb Parry
March 11 2021