



Town of Sylvan Lake Library Board
Regular Monthly Meeting ZOOM

March 10th, 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

Regrets: Colleen Fisher

Minutes Taken By:	Action to be taken:	By whom:	Timeline:
1. Call to order – 6:37 pm			
2. Approval of the Agenda: No new items to add. 3. Brianna moved. Carried			
4. Approval of the Minutes: Virginia moved. Carried			

<p>5. Communications –</p> <p>a. A letter will be sent to the Minister of Municipal Affairs, the Honourable Ric Mclver thanking him for the continued funding support. This will be cc'd to Devin Dreeshen, MLA as well.</p>	<p>Write a thank you letter to those concerned</p>	<p>Sean</p>	<p>1 week</p>						
<p>6. Financials</p> <p>a) Treasurer's Report</p> <p>Bank Balances to March 10th, 2021</p> <table border="0"> <tr> <td>Daily Banking and Savings</td> <td>\$121,646.45</td> </tr> <tr> <td>GIC</td> <td>\$131,894.90 Matures March 21, 2021</td> </tr> <tr> <td>Provincial Funds Account</td> <td>\$71,266.72</td> </tr> </table> <p>The December salary pay out that showed on our January expenses has been resolved. Arrangements have been made to add signers (Virginia and Briana) to the Library bank accounts at Servus Credit Union.</p> <p>The Board Chairperson and Treasurer will update the GIC Long Term Planning Investment this month. The amount to be added will be \$25,000.</p> <p>Motion to accept this amount to be transferred by Kathy. Briana seconded. Carried</p> <p>Motion for the acceptance of the Treasurer's report by Kathy. Seconded by Jas. Carried</p> <p>Julie gave insight for new Board members into contributions of funding from the five Summer Villages for informational purposes and to give a broader vision of where all funding for the library is from.</p> <p>Concerns were raised by Christina about how the contributing funding models differ between the Town of Sylvan Lake and the Summer Villages. Julie and Jas shared their insights into the progress between the town and the summer villages in this area as well as the cooperation they share in accessing one another's facilities.</p>	Daily Banking and Savings	\$121,646.45	GIC	\$131,894.90 Matures March 21, 2021	Provincial Funds Account	\$71,266.72			
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<p>7. Director's Report</p> <p>a. Director's Report – Auditors are in the library this week and will continue their audit throughout the week. Yesterday, many members attended a virtual town hall about the reopening of libraries, with 147 total participants attended throughout the province. More clarification is needed about what programming will be permitted. Many questions</p>									



<p>remain unresolved, and we are currently waiting on responses related to the concerns and questions raised during this town hall.</p> <p>-76 people attended the library on March 8th (opening day).</p> <p>b. Programming Update – Christina shared information about some potential collaboration with 1913 days celebrations with some of the planned programming.</p> <p>c. Marketing Update – None given in meeting but present in board meeting package.</p>			
<p>8. Open Items</p> <p>- Information was shared about the “How to be a Great Board Chair” webinar. Deb, Virginia, and Julie attended and appreciated a variety of the messages that were shared during the meeting, including messaging regarding leadership, board responsibility, and appreciation for the engaged members of the board.</p> <p>-Deb also took part in PLSB town hall and ALTA coffee chat as well. Deb shared information about the trustees’ resource page.</p>			
<p>9. New Items</p> <p>- Jas – In the Parkland board meeting last week, they participated in a virtual tour of their new building. He shared the invitation offered by Parkland to visit their facility once Covid-19 restrictions are relaxed. Deb will send a congratulatory card to Parkland on their new building and thanking them for their excellent virtual tour.</p>			
<p>10. Policy</p> <p>a) Retention Policy draft – Christina moves to approve Retention Policy as presented. Seconded by Jas. Carried.</p> <p>Questions were raised about the retention location of financial physical records. Kathy indicated that any physical records would be in possession of the library and not held offsite. There are electronic backups of the records that are shared on a rotating thumb drive between our bookkeeper Val Schellenberg and Andrea.</p>			

<p>11. Information and Updates -Next meeting, the auditors will be reviewing their report.</p>			
<p>12. Next meeting: April 14th, 6:30 pm</p>			
<p>13. Adjournment: 7:22 pm</p>			

Chevanpamy
April 15/2021