



Town of Sylvan Lake Library Board
Regular Monthly Meeting ZOOM

May 12th, 2021

MEETING MINUTES

TIME: 6:30 p.m.

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

Minutes Taken By: Sean McWade	Action to be taken:	By whom:	Timeline:
1. Call to order – 6:33 PM			
2. Approval of the Agenda: No new items to add. Colleen moved. Carried.			
3. Approval of the Minutes: Christina moved. Carried			

<p>4. Communications – Corrie received support for the library’s contribution to the Sylvan Lake Culture Days.</p>			
<p>5. Financials</p> <p>Daily Banking and Savings Account \$148,598.53 Non-Registered Investments GIC \$159,005.22 Town of Sylvan Lake Library Board Account \$125,707.12</p> <p>A special thanks to Andrea for completing the Provincial Grant application form and reports in such a timely manner. The deadline is in June and we have already received our full annual grant from the Province of Alberta of \$79,421.00.</p> <p>Andrea, Kathy and Briana met last week to review the budget and current P&L. Important things to note are:</p> <ul style="list-style-type: none"> - Our income budget lines for things like membership, printing revenue and room rentals are down but they are balanced by our lower staffing costs due to COVID as well. <p>An electronic vote was taken by Board members on April 23, 2021 to place a thank you to the library staff in the May 6th edition of the Sylvan Lake News. Kathy submitted the receipt for payment of the ad and is being reimbursed. This will be charged to the Board expense line. A copy of this thank you is included in the Director's report.</p> <p>Brianna moved to have report accepted as presented. Seconded by Robert. Carried.</p>			
<p>6. Director’s Report</p> <ul style="list-style-type: none"> a. Director’s Report – Special thank you to Deb, Kathy and Julie for putting the thank you to Library staff in the Sylvan Lake Newspaper. A maternity leave position has been also been posted to accept applications. b. Programming Update – no update given at meeting. c. Marketing Update – no update given at meeting. <p>Question from Julie about a write up in the Sylvan Lake Paper. It was confirmed that this writeup would be a reoccurring instance in the paper each month.</p>			

<p>8. Open Items</p> <p>a. Four Library Board members attended the library conference last month. Deb shared that the conference was very useful regarding the resources surrounding the pandemic preparedness. Julie also shared that the effective communication and collaboration present in the Sylvan Lake Library community helps to make it a particularly effective establishment. Kathleen also appreciated learning about the individual stories surrounding disasters faced at other libraries around the province.</p> <p>Conversation was generated from attendees of last month's library conference.</p> <p>Kathleen also attended another conference regarding the financial side of the library hosted by the PLSB.</p>			
<p>9. New Items</p> <p>a. No new items</p>			
<p>10. Policy:</p> <p>a. Library Bylaw Revised – items (g) and (h) require movement in order to maintain alphabetical order. It was also suggested items be organized so if edits were made in the future that page numbers would remain consistent. Colleen motioned to accept second reading of the bylaw as amended. Carried Christina motioned to accept third and final reading of the bylaw as amended. Carried</p> <p>b. Personnel Policy – Sick leave has been updated in the Personnel Policy document. It was previously absent from the Personal Policy. The documentation has now been updated to match existing sick time tracking. Based on conversation from The Board, the addition of "per year" will be added to Sick Leave benefits "section c.". Discussion was generated around policy and practices around part-time employees. Virginia motioned to accept policy as revised. Carried</p> <p>c. Resource Sharing Policy – this policy was revised referencing multiple other libraries resource sharing policies throughout the province. Appreciation was shown by the entire Resource Sharing Policy Subcommittee on Christina's hard work on the development of</p>			

<p>this document. Minor revisions on grammar and accurate dating of revisions were suggested. Christina motioned to accept the Resource Sharing Policy as revised. Carried.</p>			
<p>11. Information and Updates a. Discussion was raised about the need for a June meeting. Decision was made to book rooms for the Jasper conference (2022) now rather than discussing this item in June as normally outlined in the scheduled calendar. The Board agreed to cancel June's meeting. Andrea, Deb, Brianna, and Kathleen will meet in August as the Finance committee before the August meeting in preparation for the budget.</p>			
<p>12. Next meeting: August 11th, 2021</p>			
<p>13. Adjournment: 7:19 p.m.</p>			

*Deb Parry
Aug 11/21*