



Town of Sylvan Lake Library Board
Regular Monthly Meeting

November 10th, 2021
(Held virtually via Zoom)

MEETING MINUTES

TIME: 6:30 p.m.

MEMBERS PRESENT: Andrea Newland, Julie Maplethorpe, Rob Wiens, Briana Darbyshire, Sean McWade, Teresa Rilling, Alex Lambert, Deb Parry, Krista Anderson
Regrets : Virginia Beswick

Minutes Taken By: Sean McWade		Action to be taken:	By whom:	Timeline:
1.	Call to order – 6:31 p.m.			
2.	Approval of the Agenda: No new items to add. Robert moved. Carried.			
3.	Approval of the Minutes: Briana moved to accept minutes as presented. Carried.			

<p>4. Communications</p> <p>a. No communications to share.</p>			
<p>5. Financials</p> <p>a. Financial Report</p> <p>Daily Banking: \$155,691.75 GIC: \$159,103.24 Savings: \$125,862.59</p> <p>In mid-October, we received our last quarterly deposit for 2021 of \$106,901.00 from the TOSL.</p> <p>Briana had two motions to make this evening:</p> <p>Briana moved that the Board approves a Christmas gift card for each employee in the amount of \$150. In addition to this, we currently have an unpaid student which we would like to give a \$50 gift card to. In total, this would be \$1550.00. The staff are extremely dedicated and have stuck it out through Covid, with wages being frozen and hours being cut to ensure that the Library was remaining financially responsible. Julie seconded. Carried.</p> <p>Briana moved that the Board approves the removal of Kathy Inglis, former Treasurer, from all bank accounts for the Library where she is currently a signatory. Teresa Seconded. Carried.</p> <p>Briana moved to have her report accepted as presented. Robert seconded. Carried.</p>			
<p>6. Library Operations</p> <p>a. Director's Update - Andrea shared that we are planning on switching from RSM to BDO as the library's auditor. BDO is willing to work within the library's budget which was a motivating factor for this transition.</p> <p>b. Programming Update - See November package for details.</p>			

c. Marketing Update - See November package for details.			
7. Open Items - None.			
<p>8. New Items</p> <p>a. Introduction of new Board members - Teresa Rilling (Town Council representative), Alexandra Lambert, and Krista Anderson.</p> <p>b. Election of Executive</p> <ol style="list-style-type: none"> 1. Sean acclaimed as Secretary. 2. Briana acclaimed as Treasurer. 3. Deb acclaimed as Chair. 4. Virginia acclaimed as Vice Chair pending confirmation from her (she was not present this evening). <p>Julie moved to accept acclamations. Teresa seconded. Carried.</p> <p>c. Christmas Date Closures - Due to low volume of attendance on Christmas Eve and New Years, Andrea suggested that we close the library on December 24, 25, 26, 31 and January 1 and 2. No issues were noted from the Board in regards to this information.</p>			
<p>9. Policy:</p> <p>a. Policies left to review</p> <ol style="list-style-type: none"> i. Assignment of new members to subcommittees <ol style="list-style-type: none"> 1. Governance Policy - Andrea, Robert, Briana, Alexandra 2. Service Policies - Sean, Teresa, Krista 3. Personnel Policies - Deb, Julie, Virginia 			
<p>10. Information and Updates:</p> <p>a. Reminder of new budget presentation to TOSL Council Meeting on November 22nd at 6:00 PM for all those interested in attending.</p>			
11. Next meeting: January 12th, 2022			

12. Adjournment: Sean moved to adjourn. Adjourned at 7:23 p.m.			
--	--	--	--

Deborah Perry
Nov 26 / 20