



Town of Sylvan Lake Library Board
Regular Monthly Meeting

February 9th, 2022
(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, Virginia Beswick , Krista Anderson

Absent :

Minutes Taken By: Sean McWade	Action to be taken:	By whom:	Timeline:
1. Call to order – 6:32 p.m.			
2. Approval of the Agenda: 7a. Board Basics training and 7b. Lease update added to agenda. Teresa moved to accept the agenda as amended. Carried.			

<p>3. Approval of the Minutes: Briana moved to accept minutes as presented. Carried.</p>			
<p>4. Communications a. No communications to share.</p>			
<p>5. Financials a. Financial Report</p> <p>Daily Banking: \$149,038.16 GIC: \$159,103.24 Savings: \$125,941.95</p> <p>We received our first quarterly installment from the Town of Sylvan Lake in the amount of \$106,805 as well as a \$3,000 deposit from FOSLL.</p> <p>Briana had 3 motions to make this evening:</p> <p>Regarding our savings account, this account was set up for the purposes of receiving the provincial grant. This money was not touched in 2021. Therefore, she wished to make the following two motions to move the balance from the savings account.</p> <p>Briana moved to transfer \$45,000 from savings into the daily bank account. Robert seconded. Carried.</p> <p>Briana moved to transfer the remaining \$80,941.95 into a new GIC. Note: The original GIC, plus the new GIC funds are earmarked for a second library. Virginia Seconded. Carried.</p> <p>The shelving in the Children's department needs to be replaced and the cost will exceed the Director's limit of \$500. Andrea confirmed the intention to have these</p>			

<p>materials custom made to the needs of the Library and have the fabrication be locally sourced. Briana moved to give Andrea approval to begin this project. Robert seconded. Carried.</p> <p>Briana moved to have her report accepted as presented. Theresa seconded. Carried.</p>			
<p>6. Library Operations</p> <ul style="list-style-type: none"> a. Director's Update - See February package for details. <ul style="list-style-type: none"> i. Discussion around the vaccination status of new hires led to the commitment to update the personnel policy to accurately reflect the library's stance and other requirements. b. Programming Update - See February package for details. c. Marketing Update - See February package for details. 	<p>update the personnel policy</p>	<p>Julie</p>	<p>March 2022</p>
<p>7. Open Items</p> <ul style="list-style-type: none"> a. Board Basics Training - This was completed on January 23rd, 2022 for a majority of the Board, either as mandatory attendance for new members or as a refresher for other members. b. Lease Update - Regular maintenance schedule needs were discussed during the early lease discussion meeting with the Town of Sylvan Lake. Multiple other updates to the lease and the business relationship with the town were discussed and shared with the board by Andrea. 			
<p>8. New Items</p> <ul style="list-style-type: none"> a. 2021 Annual Report - Andrea shared that she made a change to update staffing hours and registered employees. 			
<p>9. Policy:</p> <ul style="list-style-type: none"> a. Personnel Policy - Julie presented the updated Personnel Policy. This included the updates added during this meeting in regards to the vaccination policy of new hires. Another specific note was made regarding the changes to employer contribution of benefits during an extended leave. 			

<p>Robert motioned to accept Personnel Policy as amended. Robert seconded. Carried.</p>			
<p>10. Information and Updates: a. A schedule of presentations by committees was established for upcoming meetings.</p>			
<p>11. Next meeting: March 9th, 2022 at 6:30 p.m.</p>			
<p>12. Adjournment: Sean moved to adjourn. Adjourned at 7:39 p.m.</p>			

*Deborah Parry
March 10, 2022*