



Town of Sylvan Lake Library Board
Regular Monthly Meeting

September 14th, 2022
Library Meeting Room

MEETING MINUTES

TIME: 6:30 p.m.

MEMBERS PRESENT: Andrea Newland, Julie Maplethorpe, Briana Darbyshire, Sean McWade, Teresa Rilling, Alex Lambert, Deb Parry, Krista Anderson, Rob Wiens (present at 6:40)
Absent : Virginia Beswick

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: Additional conversation on GST added to the financial report. Teresa moved to accept the agenda as amended. Carried.			

<p>3. Approval of the Minutes: Krista moved to accept minutes as amended. Carried.</p>			
<p>4. Communications a. No communications to share.</p>			
<p>5. Financials a. Treasurer's Report</p> <p>Daily Banking: \$135,714.61 GIC 1: \$160,694.28 GIC 2: \$80,941.95</p> <p>Noteworthy deposits were from the FOSLL dissolution in the amount of \$6259.58.</p> <p>Briana moved to remove Deb as signatory on cheques. Teresa seconded. Carried.</p> <p>Briana shared the information that the staff are currently paid to the 2020 wage grid, which means that wages have been frozen for almost 3 years. Andrea has not had any staff turnover, which speaks volumes to the leadership and culture.</p> <p>Since the onset of COVID-19, Andrea has been very conservative with the wages and salaries line, with implementing wage freezes and cutting hours to ensure continued health of the library. With this being said, Briana would like to make the motion to increase staff wages to the 2022 wage grid, effective the next pay period.</p> <p>Financially, the library is in a good position to award wage increases with the overall impact being less than \$15,000 annualised to cover all staff, with approximately \$10,000 of this for full-time. We will still be under budget on the wages and salaries line at the end of the year.</p>			



<p>Briana moved to transition staff from the 2020 pay grid to the 2022 pay grid as detailed above. Alex seconded. Carried.</p> <p>Briana moved to have the financial report accepted as presented. Sean seconded. Carried.</p> <p>Andrea shared the GST information as detailed in the director's update. Updating the items that require the inclusion of the GST will require updating to board bylaws.</p>	<p>Update bylaws for necessary adjustments to GST services.</p>	<p>Andrea</p>	<p>October</p>
<p>6. Library Operations</p> <ul style="list-style-type: none"> a. Director's Update. b. Programming Update - See September package for details. c. Marketing Update - See September package for details. 			
<p>7. Open Items - No open items to report.</p>			
<p>8. New Items</p> <ul style="list-style-type: none"> a. Review Draft Budget 2023. <p>Sean moved to accept the draft budget as presented. Robert Seconded. Carried.</p>			
<p>9. Policy - no new policy to share.</p>			
<p>10. Information and Updates</p> <ul style="list-style-type: none"> a. No new information or updates were presented. 			
<p>11. Next meeting: October 12th, 2022 at 6:30 p.m.</p>			
<p>12. Adjournment: Deb moved to adjourn. Adjourned at 7:44 p.m.</p>			

Debamy
Oct 12/2022