



Town of Sylvan Lake Library Board
Regular Monthly Meeting

April 12th, 2023
Library Meeting Room

MEETING MINUTES

TIME: 6:30 p.m.

MEMBERS PRESENT: Julie Maplethorpe (Via Zoom), Briana Darbyshire, Krista Anderson, Sean McWade, Alex Lambert, Carol Moore, Amanda Forbes, Charlie Farquharson, Haley Amendt

Regrets: Teresa Rilling

Absent : none

Guests: none

	Action to be taken:	By whom:	Timeline:
1. Call to order – 6:32 p.m. As part of our call to order, we respectfully acknowledge that we are meeting on Treaty 6 territory, traditional lands of First Nations and Métis Peoples. We are grateful for the Knowledge Keepers and Elders who have gone before us.			

<p>2. Approval of the Agenda a. Alex moved to accept the agenda as amended. Carried.</p>			
<p>3. Approval of the Minutes a. Carol moved to accept the minutes. Carried.</p>			
<p>4. Communications a. Welcome new Library Director i. Haley Amendt accepted the role as the Sylvan Lake Municipal Library Director. ii. Jeri Wolf was recognized for her extensive contribution as Assistant Director during the recruitment process for the library's new Director.</p>			
<p>5. Financials a. Treasurer's Report.</p> <p>Daily Banking: \$47,042.01 GIC 1: \$160,694.28 (matures in June 2023) GIC 2: \$81,994.20 (matures in June 2024)</p> <p>We will be receiving two payments from the Town of Sylvan Lake totalling \$217,882.20. (This was reflected in the cheque register that was included in the Town Council Agenda for the April 11 regular meeting.) This represents our Q1 and Q2 allocation, which is exactly 50% of what was submitted to the Town Council for our 2023 Annual Operating Budget.</p> <p>Amanda moved to have the report accepted as presented. Sean seconded. Carried.</p> <p>Amanda moved to add Haley Amendt, Library Director, as a signing authority on all related banking accounts effective immediately. Alex seconded. Carried.</p>			

<p>Amanda moved to add Haley Amendt, Library Director, to the Servus Mastercard, effective immediately. Briana seconded. Carried.</p>			
<p>6. Library Operations a. Assistant Director's Update - See April package for details. b. Programming Update - See April package for details.</p>			
<p>7. Open Items a. Lease i. Direction was requested from the town for what the Library Board envisioned taking over versus what the town responsibilities would be in regards to external maintenance. The Board requests that 1. Landscaping should be the responsibility of the Town as owners of the land (including mowing, pruning, pest control management). 2. Security system should be maintained and managed by the Town. 3. Maintenance schedule should be created to develop a proactive approach to building upkeep and maintenance. 4. Snow shovelling responsibility clarification is requested.</p>	<p>-follow up with insurance policy to see liabilities and relevant coverage to clarify what should be town vs library responsibilities</p>	<p>-Haley</p>	<p>April/ May</p>
<p>8. New Items a. Review update to committee members (library policies) b. Board training - the Board requested to look into the availability of in person training.</p>			



<p>9. Policy</p> <p>a. Policies to be reviewed in 2023</p> <p>i. Governance Policies - 5 (including reviewing Plan of Service as a board).</p> <p>ii. Service Policies - 7 (2 policies that could potentially be deleted).</p> <p>iii. Personnel Policies - 4.</p>	<p>Updates to be provided for next meeting - 1.3, 2.1,2.4,2.5,2.8</p>	<p>Governance And Service Policies Committee members</p>	<p>April/May</p>
<p>10. Information and Updates</p> <p>a. The Library received a letter from the Town of Sylvan Lake that provided information about upcoming maintenance and upgrades to the road outside of the Library. Information regarding alternative parking during this process will be explored.</p>	<p>Exploring parking options during road construction</p>	<p>Haley</p>	
<p>11. Next meeting: May 10, 2023 at 6:30 p.m.</p>			
<p>12. Adjournment: Julie adjourned the meeting at 7:25 p.m.</p>			

May 11, 2023
[Handwritten Signature]