



Town of Sylvan Lake Library Board
Regular Monthly Meeting

June 14th, 2023
Library Meeting Room

MEETING MINUTES

TIME: 6:30 p.m.

MEMBERS PRESENT: Julie Maplethorpe, Briana Darbyshire, Sean McWade, Amanda Forbes, Charlie Farquharson, Haley Amendt, Teresa Rilling, Krista Anderson, Carol Moore

Regrets: Alex Lambert

Absent : none

Guests: Mitchell Kennedy (BDO) - Senior Manager at BDO

Note : All minute items labelled with “*” corresponds to additional information provided in the board meeting agenda package.

	Action to be taken:	By whom:	Timeline:
1. Call to Order and Land Acknowledgment 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>1.1. Approval of the Agenda Carol moved to accept the agenda as amended. Carried.</p> <p>1.2. Approval of the Minutes Amanda moved to accept the minutes as presented. Carried.</p> <p>1.3. Board Chair Communication</p> <p>a. Board self evaluation google form will be available by Friday.</p>			
<p>2. Items for Decision</p> <p>2.1. 2022 Audit Review * Mitchell Kennedy from BDO presented and highlighted the Town of Sylvan Lake Library 2022 financial audit. Teresa moved to accept the 2022 audit report as amended. Sean seconded. Carried.</p> <p>2.2. Operating Grant *</p> <p>a. The operating grant will be submitted with the approved audit, the 2023 budget, and the pending LAPP audit. Carol moved to approve the submission of the operating grant as presented. Krista seconded. Carried.</p> <p>2.3. Request for Funding - MeeScan *</p> <p>a. Sean moved to use up to \$1500 unbudgeted funds to purchase a Meescan self-checkout system. Carol seconded . Carried.</p> <p>2.4. Policies to be Reviewed</p> <p>a. Programming Policy * Amanda moved to accept the new programming policy as presented pending potential formatting updates to be consistent throughout all approved policies.</p> <p>b. Behaviour Policy *</p>			

<p>Sean moved to accept the new behaviour policy as amended pending potential formatting updates to be consistent throughout all approved policies. Carried.</p>			
<p>3. Items for Discussion - 3.1. Board Expenses a. Stronger Together Conference. * 3.2. Plan of Service Review * 3.3. Lease The board is currently waiting for a response from the Town of Sylvan Lake in response to requested changes to the Lease Agreement. 3.4. Board Succession Planning 3.5. Little Free Pantry needs</p>			
<p>4. Items for Information 4.1. Treasurer's Report* a. April Profit / Loss report. 4.2. Director's Report* 4.3. Programming Report*</p> <p>Amanda moved to accept the items as information. Carried.</p>	<p>Communicate closure of Library on June 27-28</p>	<p>Haley</p>	<p>June 15th</p>
<p>1. Next meeting: September 13, 2023 at 6:30 p.m.</p>			
<p>2. Adjournment: Brianna adjourned the meeting at 9:03 p.m.</p>			

Haley
Sept. 13, 2023.

