



Town of Sylvan Lake Library Board  
Regular Monthly Meeting

May 10th, 2023 Library  
Meeting Room

**MEETING MINUTES**

TIME: 6:30 p.m.

**MEMBERS PRESENT:** Julie Maplethorpe, Briana Darbyshire, Sean McWade, Alex Lambert, Amanda Forbes, Charlie Farquharson, Haley Amendt, Teresa Rilling

**Regrets:** Krista Anderson, Carol Moore

**Absent :** none

**Guests:** Ron Sheppard (Parkland Regional Library System)

|   | Action to be taken: | By whom: | Timeline: |
|---|---------------------|----------|-----------|
| <b>1. Call to Order and Land Acknowledgment</b><br><b>1.1. Approval of the Agenda</b><br>Amanda moved to accept the agenda as amended. Carried.<br><b>1.2. Approval of the Minutes</b><br>Alex moved to accept the minutes as presented. Carried. |                     |          |           |

|   |  |  |  |
|---|--|--|--|
| <p><b>1.3. Board Chair Communication</b></p> <ul style="list-style-type: none"> <li>a. Presentation from Ron Sheppard</li> <li>b. Terms of Service is scheduled to be reviewed at next month's meeting</li> <li>c. Board evaluation updates and information will be prepared for discussion for next month's meeting</li> </ul>   |  |  |  |
| <p><b>2. Items for Decision</b></p> <p><b>2.1. Change to Benefit Plan</b><br/>Benefit plan options and suggestions were presented to the board for consideration as a positive and money-saving change for all full-time staff.</p> <p>Teresa moved to waive the last 10 days of Haley's benefits eligibility and the last 11 days of Vanessa's benefits eligibility, allowing the new benefits plan to start on July 1st, 2023, for all full-time staff. Charlie seconded. Carried.</p> <p><b>2.2. Lease</b><br/>Communication from the Town of Sylvan Lake indicated that they will be working with parks to assess our alarm system and a list of other maintenance issues brought up from the last board meeting. They also indicated that they were hesitant to set a schedule as requested for proper maintenance and upkeep of the Library building.</p> <p>The Board will be pursuing further communication and clarification on what items the Town of Sylvan Lake feels that they will be able to take responsibility for from the previous items requested. As well, The Board will be seeking clarification on where the Library falls on the list of other priority municipal buildings for maintenance and snow removal. Finally, the Board will be pursuing clear documentation from the town on what the Library Board and Town of Sylvan are responsible for in terms of liability and building maintenance</p> <p>Julie motioned to set up an ad hoc committee, members being Teresa, Haley, and Briana, to bring forth a completed lease agreement to the June Board meeting. Carried.</p> |  |  |  |

|   |  |  |  |
|---|--|--|--|
| <p><b>2.3. Establishment of Finance Committee</b><br/>                 Brianna moved to establish an Ad Hoc finance committee to include Charlie, Briana, Haley, and Amanda. Carried.</p> <p><b>2.4. Policies to be Reviewed in 2023</b></p> <p>a. 1.3 Board Governance</p> <p>i. Information regarding changes to the Board Governance policy were discussed. Updates on appointment of Board members was updated as a result.<br/>                 Sean moved to accept the Board Governance Policy as Amended.<br/>                 Carried</p> <p><del>b. 2.1 Hours and Days of Operation</del></p> <p><del>c. 2.4 Programming</del></p> <p><del>d. 2.5 Behaviour in the Library</del></p> <p><del>e. 2.8 Program and Test Rooms (Facility Use)</del></p> <p>Items 2.4b, 2.4c, 2.4d, and 2.4e were removed from the agenda as those reports were not prepared for this board meeting.</p> |  |  |  |
| <p><b>3. Items for Discussion - No open items</b></p>   |  |  |  |
| <p><b>4. Items for Information</b></p> <p><b>4.1. Treasurer's Report*</b><br/>                 Briana moved to reinvest GIC 1 (which will mature on June 20, 2023) for 2 years. Teresa seconded. Carried.</p> <p>a. <b>March Profit/Loss Report</b></p> <p><b>4.2. Director's Report*</b></p> <p><b>4.3. Programming Report*</b></p> <p><b>4.4. Notice of Construction*</b></p> <p><b>4.5. 2023 Minister's Awards*</b></p> <p>Amanda moved to accept the items as information. Carried.</p>   |  |  |  |

|  |  |  |  |
|--|--|--|--|
| 1. Next meeting: June 14, 2023 at 6:30 p.m.                |  |  |  |
| 2. Adjournment: Brianna adjourned the meeting at 8:44 p.m. |  |  |  |

*Brianna*  
Jun 14, 2023.