



Town of Sylvan Lake Library Board
Regular Monthly Meeting

October 9th, 2024
Programming Room

MEETING MINUTES

TIME: 6:30 p.m.

MEMBERS PRESENT: Krista Anderson, Carol Moore, Jonatan Roy, Jas Payne, Haley Amendt, Amanda Forbes, Alex Lambert (online).

Regrets:

Absent :

Guests:

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 1) The meeting was called to order at 6:34 pm			

Approved November 13, 2024, Date Carol Moore

<p>2) 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> <p>3) Carol will be chairing the meeting</p> <p>1.1. Approval of the Agenda Amanda moved to accept the agenda as amended. Carried. Added fundraising question to directors' report as requested.</p> <p>1.2. Approval of the Minutes* Motion by Jas to accept the minutes as amended. Carried.</p> <p>1.3. Board Chair Communication</p> <p>a. Board & Committee Applications The Sylvan Lake Library has received an application from Emily Chase to join the board. There were no objections to the application, it will be communicated to the Town that we accept.</p> <p>b. PRLS Board Talk Discussions arose from the PRLS Board Talk. The Stettler's senior technology programs and the Innisfail Human library are programs that may be of interest in Sylvan Lake.</p> <p>1.4. Motions made via email No motions made via email</p>			
<p>2. Items for Decision</p> <p>2.1. Holiday Early Closure (Dec 24, Dec 31) Details: The board agrees that it would be good for the library to close early on both December 24th and December 31st at 2 pm for the holiday. Carol made the motion to have the library close early on both December 24th and December 31st at p.m., all agreed, Carried</p>			

Approved Carl Moore, Date November 13/24

<p>3. Items for Discussion</p> <p>3.1. Policies for discussion</p> <p>a. Health and Safety</p> <ul style="list-style-type: none"> • While revising the Health and Safety policy the board has recommended removing the history and the organizational chart, as they do not belong in the policy. • Change a bit of the formatting. • Take out the section regarding disciplinary action, as it is also not health and safety • Pg 55. Appendix, added a staff driving agreement • In addition, the policy needs to have a section for staff driving, also personal vehicles and insurance. Not adding a standard for insurance, but will allow staff to add more insurance and be compensated for increased insurance if affected. • Milage will also be added for driving around town. Reimbursement will be based on what the municipalities are providing for mileage vs the governments amount. • There is no annual document or MOU for staff for health and safety. Pg 60, Safety data sheet. Instead create a document in agreement of the policy for staff to sign when there are changes to the policy. • Definition of Management- is it still accurate? Library technician needs to taken out it is no longer a position. <p>3.2. Strat Plan Consultation</p> <p>Haley has been in touch with about four different strategic planning companies, and received four quotes. Haley is recommending Focus communication. Focus Communication has experience working with libraries, and have a good understanding of library needs.</p> <p>The board has asked for an RFP process and an outline of what specifically will be offered with the estimate.</p>			
---	--	--	--

Approved Carl Moore, Date November 13/24

4. Items for Information

4.1. Treasurers Report

Agenda Item: Treasurer's Report

Date: October 9, 2024

Prepared by: Amanda Forbes

Account Balances: (as of October 1)

Daily Banking: \$217,246.03

GIC 1: \$169,452.76 (Matures June 2025)

GIC 2: \$86,823.21 (Matures June 2026)

Ongoing Issues:

Surplus of \$75,825 is being moved from daily banking / operating account to a new cashable GIC.

4.2. Director's Report

- There has been a new hire, Kristen. The role will concentrate on outreach contact and connecting with seniors, digital literacy and workshops for technology. The role will also focus on building stronger connections with the schools.
- Regarding the ongoing problems with the website, Parkland has improved the search ability of the website. We will be staying with parkland and not getting our own website at this time.
- The Telus bill will be going up \$10 a line, currently each line is \$59 a line. Increase of \$800 a year, totalling \$2,893 a year.
- CBC interviewed Haley about the free little pantry, and its successes.
- Fundraising committee. Fosll no longer exists, Haley has created a fundraising committee to help fill the need that FOSIL used to fill. There will be a silent auction in November, and we will also be hosting an entertainer in the new year.
- Jas has reported that he will be continuing with the board for another year.

Approved Carl Moore, Date November 13/24

<p>4.3. Programming Report* Please See the attached report Highlight, the board and the community are all very happy about the new Three-month newsletter. Jas has made the motion to accept the items as information. Carried.</p>			
<p>1. Next meeting: November 13th @6:30pm</p>			
<p>2. Adjournment: Carol adjourned the meeting at 7:37</p>			

Approved Carol Moore, Date November 13/24