



Town of Sylvan Lake Library Board
Regular Monthly Meeting

Programming Room

MEETING MINUTES

May 14, 2025

TIME: 6:30 p.m.

MEMBERS PRESENT: Carol, Amanda, Haley, Joe (online), Jonatan, Mariah, Jessica, Krista

Regrets: Jas, Corine,

Absent : Susan

Guests: Mitch (BDO)

Note : All minute items labelled with "*" correspond to additional information provided in the board meeting agenda package.

	Action to be taken:	By whom:	Timeline:
1. Call to Order and Land Acknowledgment a. The meeting was called to order at 6:32 pm b. 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			

Approved by: Carol Moore Date: June 11/25

<p>Peoples. We are grateful for the Knowledge Keepers and Elders who have gone before us.</p> <p>c. Carol chaired the meeting.</p> <p>1.1. Approval of the Agenda Carol moved to accept the agenda as amended. Carried.</p> <p>1.2. Approval of the Minutes* Change the minutes to reflect that Amanda was absent. Joe was mentioned more than once. Carol moved to accept the minutes as amended. Carried.</p> <p>1.3. Board Chair Communication There was no board communication presented.</p> <p>1.4. Motions made via email No motions made via email</p>			
<p>2. Items for Decision</p> <p>2.1. 2024 Financial Review – Presented by BDO</p> <p>Mitch Kennedy from BDO presented a review of the draft financial statements. This was a review engagement, not a full audit. As such, it involved analytical procedures and inquiries but did not include a comprehensive audit process.</p> <p>As a municipal library, financial reporting is conducted in accordance with Public Sector Accounting Standards (PSAS).</p>			

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Key points from the review:

- The review covered financials as of **December 31st**.
- A **clean review opinion** was issued; however, there was a **qualification related to the completeness of revenue**. The accountant emphasized that this qualification is standard in review engagements, which do not include procedures to verify the completeness of revenue.
- An **amendment was made to the line item regarding the purchase of capital assets** due to an error, which will be corrected and removed from the final version.
- A **qualifier will be added** to explain the basis for the qualification in the conclusion section of the review.

Motion: Jonatan moved to accept the reviewed draft financials, **seconded by Joe**.

2.2. 2024 Operating Grant – Municipal and Provincial Funding.

The application for the 2024 Provincial Operating Grant is underway.

The grant application includes four key components:

- a. Completed Application Form – requires signatures
- b. Confirmation of Direct Payments from the Town of Sylvan Lake
- c. BDO Financial Review – to be inserted
- d. Approved 2025 Budget – to be included.

Mariah has made the motion to accept, and seconded by Amanda.

2.3. Library Storage

Approved by: Carl Moore Date: June 11/25

On **April 22nd**, representatives from the **Man Shed** informed Library staff that they are applying for a **Community Grant from the Town of Sylvan Lake** to acquire the **Annex** space for their own use. This space is currently being used by the Library for storage.

At this time, the Library has **not received any indication from the Town** that it can retain the space for its own continued use. The potential loss of this valuable storage area means the Library must explore alternative solutions.

Storage options discussed include:

- Purchasing a **10x10 ft shed**, which would provide the Library with full control and responsibility.
- Purchasing **lockable storage cabinets** as a more flexible alternative.

The Library will also request from Monique at the Town a minimum 30-day notice prior to any eviction.

Motion: Amanda moved to approve the recommended storage solution(s), with a budget of up to **\$3,000**. to purchase lockable storage cabinets.

Seconded by Mariah. *Motion carried.*

2.4. October 8th Board meeting – Conflict (Stronger Together Conference),

The October 15th Board of Directors meeting will be moved to accommodate the conference

3. Items for Discussion

3.1. Policies for discussion

a. Lending and Resource Sharing

Changes have been presented to simplify the circulation policy for loan renewals and borrowing purposes.			
<p>Items for Information</p> <p>Treasurers Report</p> <p>Prepared by: Haley Amendt, on behalf of Amanda Forbes</p> <p>Account Balances (as of May 9, 2025):</p> <ul style="list-style-type: none">● Daily Banking Account: \$266,410.51● Cashable GIC: \$75,825.00● GIC 1: \$169,452.76 (Matures June 2025)● GIC 2: \$86,823.21 (Matures June 2026)● Town of Sylvan Lake Library Board – Business High Yield Savings: \$1,015.35 <p>The Q2 payment from the Town has been received: \$115,564.75</p> <p>Transfer of 2024 Year-End Surplus:</p> <p>The Library ended 2024 with a surplus of \$68,174, primarily due to higher-than-expected revenue from interest, memberships, printing, and donations, as well as lower spending on salaries.</p> <p>Change in Signing Authority:</p> <p>Amanda Forbes will be stepping down from the Board at the end of the month and will no longer serve as Treasurer. Mariah has volunteered to take on the Treasurer role.</p> <p>Motion: Jonathan moved to remove Amanda as a signing authority and add Mariah in her place. Seconded by Joe. Motion carried.</p>			

Approved by: Carl Moore Date: June 11/25

Carol moved to transfer the \$68,174 surplus from the operating account into a GIC investment. Seconded by Jonatan. Motion carried.

3.2. Director's Report

Haley has been approached to assist in the development and planning of a strategic plan for another library. As part of this arrangement, she has been offered an honorarium.

This raises the issue of honorariums within our own board policy, as there is currently no existing policy addressing this. While the Board has no objections to Haley's involvement, the Town of Sylvan Lake's policies regarding honorariums will be reviewed to ensure they align with and ensure there are no conflicts of interest or potential concerns.

Staffing:

Two new Young Canada Works students have been hired, along with one additional summer clerk.

Facility Update:

All electrical work has been completed and finalized.

Grants:

The CIP (Community Initiatives Program) grant has been submitted.

Parkland Regional Library Update:

Communication through the manager's chain has been going very well. Haley will attend Parkland Board meetings as a guest going forward.

Approved by: Carl Mow Date: Jan 11/25

<p>Website: A new Wix website will be developed for the Library.</p> <p>Security & Conduct: There has been an increase in incident reports. As a result, two youth have been banned from the Library for the summer. The Town's bylaw officers are assisting with enforcement.</p> <p>3.3. Programming Report</p> <p>There have been some issues with the Pub Trivia events, including disagreements over answers and a recent verbal incident. For the upcoming Name That Tune fundraiser, a rule will be enforced where any arguments result in a deduction of one point.</p> <p>Despite these challenges, there are many exciting programs planned for this summer.</p> <p>Carol moved to accept the items as information. Carried.</p>			
1. Next meeting: June 11th, 2025 @6:30pm			
2. Adjournment: 8:13 pm meeting adjourned			

Approved by: Carol Moore Date: June 11/25