



Town of Sylvan Lake Library Regular Meeting  
 Program Room  
 November 28. 2018  
**REGULAR MEETING MINUTES**

**TIME:**

**MEMBERS PRESENT:** Deb Parry, Kathy Inglis, Shirley Allen, Julie Maplethorpe, Karen Baier, Mareen Redies, Caroline Vandriel, Rhonda Hamilton-Mcphail, Robert Wiens, Megan Hanson, Jennifer Blair

**REGRETS:**

	Action to be taken:	By who:	Timeline:
1. Agenda Item: Call to order at 6:30 p.m.			
2. Agenda Item: Emergency procedures - Deb			
3. Welcome Guests: - None			
4. Approval of the Agenda: -Deb added a new item - 10 d) SharePoint Moved by Karen. Passed			

<p>b) Information: Opioid crisis and staff request for training. Discussion. The RCMP may be willing to give staff an information session. Protocol for dealing with medical emergencies should be part of Safety Procedures.</p> <p>c) Policies:</p> <p>i) Management/Personnel policy update – Karen, Shirley, Mareen. We are close to the final draft but some items need to be discussed as a board. We decided to focus on this in the next meeting, Dec 12.</p> <p>ii) Director’s evaluation – Karen, Shirley, Mareen. Discussion of documents related to the director’s evaluation. What does our policy say about performance committee – Caroline Karen moved that we disengage Library Director’s raise from the performance evaluation, Mareen seconded. Passed.</p> <p>iii) Health and Safety – Julie, Deb are working on lockdown procedure with Caroline. Safety statement done, organizational chart done. Safety policies will be in yellow binder in work area. Julie has been looking into crisis training. We need to specify muster point locations and they need to have signage. Julie and Deb for January meeting.</p> <p>iv) Review of Board Code of Conduct (tabled from October 2018) – Deb - tabled until January</p> <p>v) Visitors/Guests at Board Meetings Policy (none currently exist) –in progress, Deb, Julie</p> <p>vi) Orientation and Training for Board and Staff (review) - Deb</p>	<p>Contact RCMP</p> <p>Check Safety Policies</p> <p>Check our policy to see how the Performance Evaluation Committee is structured.</p> <p>Investigate possible muster points.</p> <p>Draft policy</p>	<p>Caroline</p> <p>Deb, Julie</p> <p>Caroline</p> <p>Deb, Julie</p> <p>Deb, Julie</p>	<p>Dec 12 meeting</p> <p>January meeting</p> <p>January meeting</p>
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<p>5. a) Approval of the minutes of Oct 10, 2018 Regular meeting moved by Kathy. Passed.</p> <p>b) Approval of the minutes of the Nov 5, 2018 Emergency meeting. Kathy moved that they be accepted as amended. Passed</p>			
<p>6. Deb introduced new board members Jennifer Blair, Megan Hanson, Roberts Wiens</p>			
<p>7. Financials</p> <p>a) Treasurer's report – Kathy: Chequing \$210,833.31 Long Term Planning \$68,435.57</p> <p>Kathy moved that The Town of Sylvan Lake Library Board request Servus Credit Union to change our name on our bank records to reflect this accurate corporate name. Currently we are called Sylvan Lake Municipal Library. Seconded by Jennifer. Passed.</p> <p>b) Deb reported on the budget proposal put to town council.</p> <p>c) Letter to Council. Caroline introduced a letter to Council informing them of a name change to the company that performs the library audit.</p>	<p><i>Choppany</i></p> <p><i>Shirley Allen</i></p> <p><i>Kathleen M. Anglin</i></p>		
<p>8. Director's report – Caroline: some numbers are up. Syria Day was well attended. The Librarian's Lunch was much appreciated.</p>			
<p>9. Open Issues:</p> <p>a) Stat holidays 2019 – introduced by Caroline. Julie moved to accept. Passed.</p>			

vii) Review of Operational Procedure: Board Governance (update) – Deb	Format and wording changes	Deb	January meeting
viii) Policy Review Schedule (none currently exists) - Deb, Mareen	Make schedule	Deb, Mareen	January meeting
<p>10. New items:</p> <p>a) Correspondence: letters from Alberta municipal affairs, ALTA.</p> <p>b) STING “Train my Guard” has requested bulk pricing for multiple exams arranged by their company. Robert moved that we attach an addendum to the exam billing policy: A corporate rate of \$20.00 per exam may apply for multiple exams through one corporation. Karen seconded. Passed</p> <p>c) Alberta Libraries Conference in Jasper, April 25 to 27, 2019. Deb and Megan’s names were drawn for attendance, with Jennifer to be the alternate.</p> <p>d) Discussion of Sharepoint.</p>			
11. Information and Updates – none			
12. Next Board Meeting: December 12, 6:30 p.m.			
13. Adjourned by Deb at 8:45 pm.			
			