



Sylvan Lake Municipal Library Regular Monthly Meeting
 Program Room
 Wednesday, Oct 10, 2018

MEETING MINUTES

TIME:

MEMBERS PRESENT: Julie Maplethorpe, Kathy Inglis, Caroline Vandriel, Deb Parry, Karen Baier, Mareen Redies, Shirley Allen, Teresa Rilling, Rhonda Hamilton-McPhail

REGRETS:

Minutes Taken By: Shirley Allen	Action to be taken:	By who:	Timeline:
1. Call to order: 1900 hrs			
2. Emergency Procedures			
3. Welcome Guests: no guests tonight			

4. Approval of the Agenda: with additions under New Items. Moved by Teresa. Carried			
5. Approval of the Minutes of September 12, 2018. Moved by Karen, carried.			
<p>6. Financials:</p> <p>a) Signing authorities: will need to add Shirley to signing on account.</p> <p>b) Treasurer's report as of Sept 30, 2018: Checking account \$ 168,181.03 Investments \$ 68,433.57</p> <p>Items of note in the profit and loss statement to Sept 15th: Val and Caroline are still sorting out some line items that were entered into the wrong columns. Our Canada Summer Job Grant is still pending. Membership income is high for this stage of the year – thanks in part to the membership drive in September. Provincial grant was less than expected due to their using older population numbers and will be for next year as well. Board expenses and Travel are both above budget but not expected to be over for next year. Bank service charges are higher than expected with Mastercard charges included. Major book and media orders are made in November from our budget allotment so looks low at the moment.</p> <p>Programming grant is fully spent but we use supplementary grant money to allow more programming to be offered.</p> <p>Rhonda moved to accept the Treasurer's report. Carried</p>	Caroline will contact Shirley when to go to Servus for this.		

<p>c) 2019 budget</p> <p>Draft budget discussion: Decided to keep lines 5-212 5 Training and Development and 5-213 Board Expenses at 2018 spending levels.</p> <p>Kathy suggested the addition of the following comments.</p> <p>More work space will definitely be needed with the addition of another programming staff person in 2020. This will require a capital expenditure from our investments for the required renovation.</p> <p>Increase in Salary and wages is primarily due to the cost of living allowance increase for all staff, one full time staff member is going to receive benefits and the return of a staff member currently on Maternity leave whose salary grid is higher than her temporary replacement.</p> <p>Kathy moved to approve as amended. Seconded by Julie. Carried.</p>	<p>Caroline and Deb to present 2019 budget at Council meeting on Oct 22.</p>		
<p>7. Director's report:</p> <p>Statistics: increase in foot traffic and circulation is up in September. Tutoring category has been renamed studying. Reporting in this category appears to be lower than is actually the case.</p> <p>Several staff and board members attended the PRLC. Caroline and Maddie attended a workshop on Intergenerational training. Cheri donated fall decorations. FOSLL is funding new seating for the children's area. Tammy is serving on a Community Gardening Committee. The Library is hosting a School Librarian Lunch on Friday Oct 26.</p>			

<p>8. Open issues:</p> <p>a) Stat holiday Nov 11 falls on a Sunday. According to the Alberta Labor Code we cannot close on Monday instead.</p> <p>b) Policy updates:</p> <p>i) Management/Personnel Policy update: Work is still ongoing. Karen will meet with Caroline this week and then after another subcommittee meeting expects to have a final document with issues earmarked for discussion by the whole Board at our next meeting.</p> <p>ii) Health and Safety: Julie is experiencing frustration. Safety program needs to be made a priority. How can we give Caroline more time? Delegate some of her duties to other staff? Not a possibility, they are already too busy. Hire an outside consultant? Needs to be someone familiar with library. Time off in lieu of overtime? Safety statement and lockdown procedure will be ready for November Board meeting.</p> <p>iii) Board Code of Ethics (tabled from last meeting). Will wait for Personnel Policy to be finished as there is overlap.</p> <p>iv) Program and Test Rooms (revised since last meeting). Changes to wording to read 'east double door's instead of 'east door'. Suggest the east door be signed. Kathy moved the policy be adopted as amended. Carried.</p>	<p>Caroline will work on the Safety statement and Lockdown procedure with Deb and Julie's assistance</p> <p>Arrange sign for east door.</p>	<p>Caroline, Karen, sub-committee</p> <p>Caroline, Deb, Julie</p> <p>Caroline</p>	<p>Board Meeting Nov 28</p> <p>Board Meeting Nov 28</p>
<p>9. New Items:</p> <p>a) Minister's Award Nomination. Staff have suggested the Kindness project. Will also be the nomination for the YOU award. Will be ready for Jan Board meeting</p>	<p>Prepare nomination</p>	<p>Caroline</p>	<p>Jan Board meeting</p>

<p>c) Parkland Conference Review: Teresa, Julie, Rhonda, Shirley and Caroline attended. There are good resources at www.librarytrustees.ab.ca. Alternates are not permitted at Board meetings. Visitors can attend, would be best to have a visitors' policy.</p> <p>d) Presenting to County council: Caroline will contact them next week to be put on their agenda. She has contacted other libraries but they will not be attending with her. She will request an increase in funding and will also encourage them to find a different way to divvy up the money. At present they send each library the same amount regardless of size, perhaps they would consider an algorithm which takes population into account.</p> <p>e) Fundraising for new library: Corporate sponsorship? If we approach a business looking for sponsorship we would need to present a business case showing that the present space does not meet the needs. Brainstorming: Special events eg. Red Deer library raised money with a craft-beer tasting event. We could have a place on the website to encourage donations and endowments, could put articles in the local paper which draw attention to the library, could have a letter writing campaign. Rhonda will work with FOSLL. Keep writing ideas down, we will come back to this in the new year, after the Personnel Policy and the Safety Policy are finished.</p> <p>10. Information and Updates</p> <p>a) Contract with town: The last contract was from 2007 and expired in 2017 although it remains legal. We need a cover letter that will extend the contract for another 5 yrs.</p> <p>b) Carpooling for the "Library Board Basics" workshop on Nov 3 will be organized via email</p>	<p>Research into a delegation policy</p> <p>Attend County council to request increased funding</p> <p>Request cover letter</p>	<p>Julie</p> <p>Caroline</p> <p>Rhonda</p> <p>Caroline</p>	<p>Board meeting Nov 28</p> <p>No date as of yet</p> <p>Ongoing</p> <p>Nov 28 meeting</p>
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<p>c) Caroline attended a Cannabis workshop put on by the chamber of commerce. We will need a A-Free of Impairment Work Environment Policy for staff, volunteers and Bboard. Caroline will work on this for next meeting.</p> <p>d) Thank you letters to Dwayne and Starla are ready, need to be printed on a color printer. Shirley will send them to Caroline to print. Deb will make thank-you cards and will bring them to next meeting.</p>	<p>Write new policy</p> <p>Print letters, make cards</p>	<p>Caroline</p> <p>Shirley, Caroline Deb</p>	<p>Nov 28 meeting</p> <p>Nov 28 meeting</p>
<p>11. Next Board meeting: Teresa cannot attend on Nov 14 due to council budget meetings. Our meeting is moved to Nov 28th. Due to the long agenda we will start at 6:30.</p>			
<p>12. Adjournment at 2130</p>			

Deb Parry