



Town of Sylvan Lake Library Board
 Regular Monthly Meeting, Program Room

April 10, 2019

MEETING MINUTES

TIME: 6:30 pm

MEMBERS PRESENT: Deb Parry, Mareen Redies, Kathy Inglis, Shirley Allen, Julie Maplethorpe, Karen Baier, Rhonda Hamilton-McPhail, Jennifer Blair, Megan Hanson, Robert Wiens, Jeri Wolf

REGRETS:

Minutes Taken By: Shirley Allen	Action to be taken:	By who:	Timeline:
1. Deb called the meeting to order at 6:30 pm			
2. Emergency Procedures: Deb			
3. Welcome Guests: Deb introduced Grant Stange from RMS Canada, our accounting firm.			

4. Jennifer moved the agenda be approved as amended. Carried.			
5. Julie moved the minutes of March 13, 2019 be approved as read. Carried. Rhonda moved the minutes of March 24, 2019 be approved as read. Carried.			
6. Communications: none			
7. Grant Stange presented the Auditors Report for 2018. Rhonda moved the report be accepted. Robert seconded. Carried. Special thank you to Jeri, Val, Kathy for all the work in helping with the audit.			
<p>7. Financials:</p> <p>a. Treasurer's report – Kathy Daily banking and savings \$123,795.31 Long term planning \$89,828.84 At the May meeting Kathy will be away so Shirley will read the Treasurer's report.</p> <p>b. Progress on theft replacements – see Acting Director's report.</p> <p>c. Insurance Update</p> <p>Our policy is a sub- section of the one held by the Town of Sylvan Lake. Our policy, in ordinary language, covers the following:</p> <ul style="list-style-type: none"> · Under the Liability policy we have Directors and Officers Liability coverage which would cover if the Board was sued due to a decision they made that someone did not like. · The Bond Insurance covers if employees, volunteers or Board members steal money from your organization. · The Crime coverage covers if someone robs you of money. · The coverage under the Property Policy is replacement cost for stolen/damaged items. · The General Liability Policy insures for Third Party injury or Third Party property damage. For example, if someone came in the library and slipped and fell and was injured because the 			

<p>bathroom sink leaked all over the floor and no one cleaned it up, the policy would respond to cover that.</p> <ul style="list-style-type: none"> Property Insurance covers fire, theft, wind, hail, vandalism, collision into the building by vehicle/train for the building and contents. <p>An RMA Risk Advisor can come out and make a visit and go over your policy and coverages. If that is needed we can contact Darcy Hale at 780-955-8406 or darcy@rmainsurance.com to make an appointment. Our current agent is Debora Depeel, RMA Insurance, Nisku, Alberta. 1 780-955-4086</p>			
<p>8. Jeri presented the Acting Director's report.</p> <p>Tammy represented the Library and acted as project manager in a group project to build raised garden beds. Working together were the Library, the Community Garden Group, the Community Partners Association and FCSS. Six beds were built at the Food Bank to add fresh vegetables to their food supply and two were built for the Library. Alecia and the children participating in The Summer Reading Program will look after the garden beds at the library and the fresh food will supplement the Little Free Pantry.</p> <p>Alecia Daniels has been our co-ordinator for the Summer Reading Program for the last two years but we don't have a grant to cover her position this year. Jeri will check further for the availability of a grant. Kathy moved that we allow \$12,000 as a contingency to cover her wages if we are unable to get a grant. Shirley seconded. Carried.</p> <p>Thanks to Corrie for her reports on programs.</p> <p>The items stolen in the break-in have been replaced.</p> <p>Deb read a letter from Ron Lebsak which responded to concerns about the break-in.</p>	<p>Check on a grant for the Summer Reading Co-ordinator</p>	<p>Jeri</p>	

<p>Jeri has been unable to access Caroline’s documents while she is away, in particular to find information on grant applications that may be in progress. The Director has the Assistant Director’s passwords but not vice versa. A partner process is missing and will be implemented upon the Director’s return.</p> <p>Kathy reviewed some information from the Board Governance Workshop concerning effective responding to crises. We have done well in most areas, including strong leadership, prompt decisive action, communication, compassion and financial preparedness. There is still a need for a more effective continuity plan which would minimize disruption to normal procedures.</p>			
<p>9. Open Issues:</p> <p>a. Policy</p> <p>i) Personnel Policy: Karen moved that we approve the new Personnel Policy. Seconded by Jennifer. Carried. Karen thanked all those who contributed to making this new policy and especially Jeri for her assistance. There will be a second review starting in September or October so the Policy can be updated in January.</p> <p>The new Personnel Policy replaces and makes obsolete the following old policies:</p> <ul style="list-style-type: none"> Dress Code Violence and Harassment Policy Staff Evaluation P-011 Management Personnel Policy P13 Personnel Policy <p>ii) Shirley moved that we go into camera. Carried. Jennifer moved that we go out of camera. Carried.</p> <p>iii) Occupational Health and Safety Committee: Julie presented an update.</p>			

<p>The Working Alone Policy passed at the last Board meeting will also have a Code of Practice and Safe Job Procedure to go with it as part of the safety program review. The Oath of Confidentiality for Minors has been put into use with regards to volunteers at the library.</p> <p>On April 8th Deb and Julie met with Morton Safety Services (a local company from Sylvan Lake) at the Sylvan Lake Municipal Library in the program room to complete a review of current safety documents. During this review many OH&S items that require updating were noted. This safety company will be completing the WHMIS 2015 / GHS training for all library staff members at the upcoming staff meeting in July. As part of the review of the safety documents it was noted that if the Board were to move forward to hire this consultant to write parts of the safety program they could either do a complete manual rewrite or they would be available to write parts of the manual as required based on their expertise.</p> <p>Julie will check further into the possibility of testing our Panic button.</p> <p>Mareen will work on drafting new incident report forms, which need to include a root cause analysis and a FOIP statement.</p> <p>In the new OH&S revision the Library should have a Health and Safety Committee that meets ten times a year. The committee will be voted on and will be comprised of staff members. Robert will help with organizing this.</p> <p>Julie will follow up the possibility of Naloxone training, although we have previously decided that we will not adopt a policy unless the town develops one.</p> <p>Muster point signs have not yet been ordered. Megan will check into this.</p>	<p>Check into testing Panic button</p> <p>Draft a new incident report form</p> <p>Organize a Health and Safety Committee</p> <p>Check into Naloxone training</p> <p>Order Muster Point signs</p>	<p>Julie</p> <p>Mareen</p> <p>Julie, Robert</p> <p>Julie</p> <p>Megan</p>	
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<p>iv) FOIP bylaw: Mareen moved that we rescind the FOIP 1990 Bylaw and the 2005 Confidentiality Bylaw as they are being replaced by the new Freedom of Information and Protection of Privacy Policy. Kathy seconded. Carried.</p> <p>b) AED update: Maddie and Jeri have sent a letter to FOSSL requesting them to purchase an AED for the library.</p> <p>c) Kathy moved to accept the Lease Agreement provided by the town, effective Jan 1, 2017. Carried.</p>			
<p>10. Board Governance Workshop review: see Agenda item 8.</p>			
<p>11. New items: Megan moved that when a Board member intends to propose a motion, they write it out and send it to the secretary within 48 hours of the meeting. Carried.</p> <p>Jeri brought forward a request from Corrie for the Film Society to bring in an extra movie. The movie is The Public and it would be shown in May. Kathy noted that since there is enough money in the Film Society budget, it could go ahead.</p>			
<p>12. Information and Updates: Deb</p> <p>The Volunteer Gala takes place this Saturday, April 13. Some people have received tickets and some have not. Deb will check on this.</p> <p>Kathy and Jeri attended the 100 Women Who Care meeting. Although the Library was not chosen for their donation this time, members can make a submission again at their next meeting, September 9th, 2019.</p>			
<p>13. Next Board Meeting May 8, 2019, 6:30 pm. Mareen will be chairing as Deb will be away.</p>			
<p>14. Deb adjourned the meeting at 9:42 pm.</p>			

