

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

June 12, 2019

**MEETING MINUTES**

**TIME: 6:30 pm**

**MEMBERS PRESENT:** Deb Parry, Mareen Redies, Kathy Inglis, Shirley Allen, Julie Maplethorpe, Rhonda Hamilton-McPhail, Robert Wiens, Jeri Wolf

**REGRETS:** Jennifer Blair, Megan Hanson, Caroline Vandriel

Minutes Taken By: Mareen Redies	Action to be taken:	By who:	Timeline:
1. Deb called the meeting to order at 6:30pm			
2. Emergency Procedures: Deb			
3. Welcome guests: None			
4. Kathy moved the agenda be approved. Carried.			
5. Shirley moved the minutes of May 8, 2019 be approved as read. Carried.			
6. Communications: A letter of appreciation will be sent Karen Baier. Discussion regarding writing a letter to discuss the importance of libraries to the local MLA, Red Deer Counties, Lacombe county, and cc'ing the Town of Sylvan Lake. For the purpose of being proactive regarding the library's funding. Kathy will create a draft of the letter with Shirley.	<b>Kathy &amp; Shirley:</b> Will create a draft letter.	Kathy and Shirley	
7. Financials a. Treasurer's report presented by Kathy			

Business Plan 100-1: \$136,056.23  
[GIC - 1 Year Non-redeemable-#6](#): \$89,828.84

Grant and expense re: fence  
 Rhonda and Caroline are going to collaborate on pursuing grant applications for the Library in light of not getting the ones to support the Art Attack program and the Young Canada Works Grant.

Caroline is now able to access the bank statement and the MasterCard statement on-line which means the MasterCard bill should now be able to be paid on the regular cheque run instead of an add-on.

Film Society Revenue is up but Travel and Subsistence expenses are higher than expected. Caroline will look into redistributing some of this to Board expenses rather than staff.

All items have been repurchased from the theft incident and the paperwork is now in process with the Town and the Insurance as to who writes which cheques.

Kathy moves that we support the Film Society Program as was originally planned for the 2019 fiscal year, realizing that we will have a significant loss due to the additional film and last year's unpaid bills. Deb would like more information advertised regarding this program.  
 Rhonda seconded the motion. Carried.

Rhonda hopes to go through the financial statements one line item at a time to ensure the accuracy in our accounting.

Rhonda moves that the library Board cover the remaining cost of a fence for the garden plot and green space area, over and above what is available through the Garden Project Grant. After much constructive discussion. Shirley seconded the motion. Defeated.

Instead Kathy and Deb suggested a beautification project. Discussion regarding approaching the town to turn the space into a town park. We will investigate the terms of the grant money and see if it can be spent on beatifying the space with bushes or hedges instead. There was further discussion about the timeframe for this beautification project and the suggestion that it be around the time of National Tree Planting Day.

**Jeri:** Will relay the message to the new Marketing person about the Film Society needing advertising.

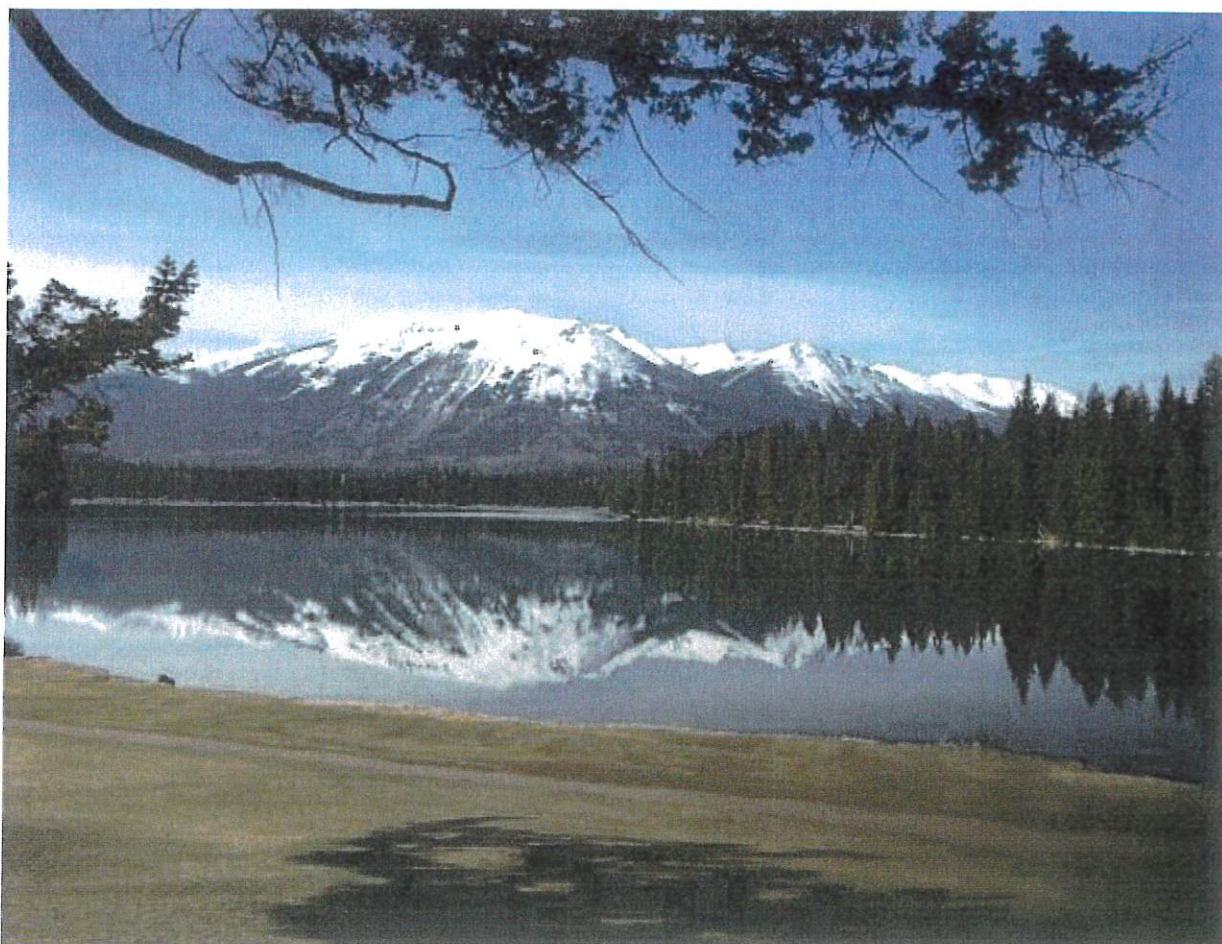
Jeri

**Rhonda & Caroline:** Will be going through line items on the financial statements.

Rhonda and Caroline

<p>8. Director's report: Jeri presented in Caroline's absence</p> <p>Mareen moves that the library be closed Sept 23, 2019 for the PRL Conference in Lacombe. Julie seconded the motion. Carried.</p>			
<p>9. Open issues</p> <p>a. Occupational Health and Safety Committee: To date Julie and Deb have worked on the Incident Reports and the Emergency Procedures quick reference sheet. They are pleased to report that the quick reference sheet is 50% completed. Work has to be finished on the Emergency Lockdown procedure prior to this quick reference sheet being completed.</p> <p>b. AED update: Jeri let us know that the AED is here and mounted. The Lion's Club presented us with a donation to the purchase of the AED and FOSSL approved paying the remaining balance. Thank you letter will be sent to both.</p> <p>c. Pride Flag: Discussion about the Board and the town becoming a part of the decision-making process for all community events that have outward facing visual modifications or displays, external to the building or on the library grounds. After discussion we agreed that postponing the painting of the other crosswalk until Town Council weighs in is in the library's best interest. We support staff and the Director in their endeavors and would like to direct the adherence of policy.</p> <p>d. Change to vice-chair's job description: Deb and Mareen agreed to open up the job descriptions and change the vice-chair's to include the coordination of the board package for the regular library board meetings.</p> <p>e. Muster point signs: New signs were completed and are now approved to put up.</p> <p>f. Thank-you again to Jeri for stepping into the Acting Director role during a hectic and stressful time.</p> <p>g. Alarm system: Addressed the issues we thought the alarm system was having.</p> <p>h. Timesheets: Rhonda moves that we add checking the Director's timesheets to the financial committee's duties to ensure that we have good internal controls in place. Robert seconded the motion. Carried.</p>	<p><b>Jeri:</b> Will follow up to make sure the letters to the Lion's Club and FOSSL get crafted.</p> <p><b>Deb &amp; Mareen:</b> Change the Board Governance Policy and Job Description for financial committee and vice-chair</p> <p><b>Deb &amp; Julie:</b> Thank you card for Speedpro Signs, the church, and Dairy Queen</p>	<p>Jeri</p> <p>Deb and Mareen</p> <p>Julie and Deb</p>	<p>Before the Oct 2019 board meeting</p>

10. Jasper Conference reports: Kathy and Deb provided a report on the Jasper Conference, see the attached report below for details.			
<p>11. New items</p> <p>a. Acting Director's pay rate: Robert moves that the Acting Director receive retroactive pay at the same step level, that the incumbent currently occupies in their permanent position as Assistant Director, for her services during the month of March/April while in the Acting Director role. Rhonda seconded the motion. Carried. Furthermore, Shirley moves that anyone stepping into the Acting Director position in the future start at the same step level that they currently occupy and, if they are at the top step level at the time, they will accumulate time towards the next step level of the Director's pay grid, while they occupy the Acting Director's role. Once they have a year accumulated in this role, they will move up into the next step level in the Director's pay grid. Robert seconded the motion. Carried. This should be added to the personnel policy the next time it is up for review.</p> <p>b. September's free library card day. The Board is in full support of the library having a day for free library cards during library card sign up month.</p> <p>c. Complaint from patron who objects to the library celebrating LGBTQ Pride month. The current response letter that was crafted will be shortened and Deb will approve it before it is sent to the complainant. Both Deb and Caroline's signatures will be on the letter.</p> <p>d. Chamber of Commerce Business awards: Kathy suggests that we support the little free pantry on this project and to nominate Jeri or Tammy for these awards.</p>	<p><b>Deb &amp; Caroline:</b> Will sign off on and sign the letter to the complainant</p>	<p>Deb and Caroline</p>	
12. Information and updates: None			
13. Next board meeting July 10, 2019 at 6:30 pm.			
14. Deb Adjourned the meeting at 9:12pm.			



### Jasper Library Conference 2019 Report from Kathy Inglis

Once again, I would like to express my gratitude for the opportunity to attend this conference. It is a great learning experience in a beautiful setting.

First, I would just like to note that the major speakers were strong presenters with worthwhile messages. To quote from conference materials: *Craig Silverman is an award winning author and journalist and one of the world's leading experts on online misinformation, fake news, and content verification. He is the media editor of BuzzFeed News where he leads a global beat covering platforms, online misinformation, and media manipulation. His research resulted in the publication of Lies, Damn Lies, and Viral Content: How News Websites Spread (and Debunk) Online Rumors, Unverified Claims and Misinformation.* The Saturday speaker was Terry O'Reilly, of whom I am familiar from his CBC radio shows, *Age of Persuasion* and now *Under the Influence*. He did not address libraries specifically but did help us understand how advertising or selling your product is done more effectively. Marketing and knowing what you are trying to "sell", that is, what experiences you want people to have were very worth listening to. His podcasts are well worth listening to also.

In general attending is an opportunity to deepen one's knowledge of an aspect of the work in a library for staff but also for board members and then to hear about innovative uses of libraries, projects undertaken and ways of addressing community needs. We were all able to pick a variety of sessions and I want to highlight just

one:

Byte Me:

### **Coding in Libraries – Grant Stewart and Kristine den Boon**

Two years ago, I also attended a session on coding, a topic I think we need to be investigating. It could just be that we introduce the non- school age public to its language and a few basic examples of what it means. However, I believe this is a potential cross generational divide where we could play a helpful role.

### **Jasper Library Conference 2019 Report from Deb Parry**

My first Jasper Conference! What a great experience and please accept my gratitude for my attendance. Craig Silverman and Terry O'Reilly's keynote addresses were timely, informative, lively and engaging. I am a fan of Terry O'Reilly on CBC so was thrilled to be able to hear him in person.

I indulged in every session Trustee related and soaked in as much as I could. Admittedly, these were not the most exciting sessions of the conference. All of these sessions are on 'The Library Toolshed'. (<https://librarytoolshed.ca>). As furious as my notetaking was, I could not keep up to the presentation slides so am grateful to be able to access these presentations as a resource.

My favorite session was: **Big Ideas for Little Libraries**

presented by Stettler's Library Board Chair: Jane Skocdopole (also an ALTA alternate board member) and their Library Manager, Rhonda O'Neill.

The partnerships that they have formed in their community are amazing, resulting in very innovative and exciting events and programs. The majority of Alberta libraries are rural. We are all vital to our communities; we have diverse client needs, different budgets and geographical locations. As library boards the #1 goal of ours is to keep our policies up to date. They run our libraries as living documents.

*Deb Parry  
July 10/19*