



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

DATE May 8, 2019

**MEETING MINUTES**

**TIME: 6:30**

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

**REGRETS:** Deb Parry, Kathy Inglis

Minutes Taken By: Jennifer Blair	Action to be taken:	By who:	Timeline:
1. Mareen called the meeting to order at 6:32 p.m.			
2. Emergency Procedures: Mareen			
3. Welcome Guests: None			

<p>4. Megan moved the agenda be approved. Carried.</p>			
<p>5. Julie moved the minutes of April 10, 2019, be approved as read. Carried.</p>			
<p>6. Communications: None</p>			
<p>7. Financials  a. Treasurer’s report – Rhonda delivered the report in Kathy’s absence</p> <p>Chequing: \$190,827.69  Long-term Planning: \$89,828.84</p> <p>One item of note was the film society annual budget allocation, which has almost been used up because of outstanding invoices from 2018. There’s about \$500 worth of unpaid invoices from last year that have been added to this year’s budget. Kathy sat down with Corrie to set up a tracking spreadsheet to ensure this doesn’t happen again in the future.</p> <p>Also, the chequing account saw an increase over last month because the second quarter payment was received from the Town.</p> <p>Julie and Rhonda noted that, because the financials were sent the day of the Board meeting, it wasn’t possible to review them fully. After discussion, the Board agreed that having a procedure for Board packages, including a checklist of required materials, would ensure everyone received all the materials from one person in advance of each meeting. Mareen will follow up with Deb to discuss developing a procedure/checklist.</p> <p>Shirley moved that the financials be accepted as presented. Robert seconded the motion. Carried.</p>	<p><b>Mareen:</b>  Follow up with Deb on checklist</p>	<p>Mareen</p>	<p>Before June meeting</p>
<p>8. Director’s report – Caroline</p>			

<p>Caroline reported that April’s stats were good, though circulation was about the same as the Library continues to recover from the Polaris changeover.</p> <p>Caroline has registered for a Global Leadership Summit in Edmonton this summer.</p> <p>Caroline also noted that, in the event of any absence, Jeri will have access to all files on Caroline’s server, as there is nothing confidential (aside from personnel files) or otherwise personal in the folders.</p> <p>The Youth Writing Camp scholarship, which is funded by the Polar Bear Dip, will be going to a deserving young patron this summer.</p> <p>The Library was approved for a STEP grant and a Canada Summer Jobs grant, but was not approved for a Young Canada Works grant. The Library is only eligible to receive either the Canada Summer Jobs or the Young Canada Works grant, not both. But as there was no other indication as to why we were not approved for the Young Canada Works grant, Caroline will look into whether we can get feedback on the grant—if the Library is not likely to ever receive it, Caroline’s time may be better spent applying for other grants.</p> <p>Mareen expressed her sincere thanks to Jeri for all her hard work and diligence as Acting Director during Caroline’s absence.</p>	<p><b>Caroline:</b> Follow up on Young Canada Works grant feedback.</p>	<p>Caroline</p>	<p>As time permits</p>
<p>9. Open Issues</p> <p>a. Policy</p> <p>i. Occupational Health and Safety Committee Updates – Julie</p> <p>The Library has booked Morton Safety Services for WHMIS 2015 training at the July staff meeting. Computers have been ordered from Parkland Regional Library so that all staff can take their tests. Morton has also indicated that they could write a portion of the Library’s safety manual if needed.</p> <p>Julie and Deb are also working on a working alone procedure, code of practice, and job hazard analysis, while the oath of confidentiality has been signed by all volunteers.</p>			



<p>Caroline reported that the Town maintenance department isn't sure how to address the issue of the alarm not arming occasionally. There is now a procedure posted for the janitors to ensure they know how to tell if the alarm is armed.</p> <p>ii. Health and Safety Committee Report – Robert          Robert followed up with the Province to determine whether the Library needs a Health and Safety Committee. Because of its staffing size, the Library only needs a Health and Safety Representative, not a committee. The representative would be required to meet with the Director at least once a month to go over any incidents, complete a walk-through of the library noting any issues, and analyze any job hazards. The representative and the Director will then create an annual report at the end of the year noting any issues. The representative will need additional training, which could be done online with Morton's online training portal. The representative can either be nominated or chosen as part of one person's job duties, but they must be a staff member. Tammy has been unofficially acting as the representative and may be requested to continue in that role.</p> <p>iii. New Policy Format – Mareen          Deb and Mareen agreed that, going forward, all new policies should have the same formatting as the new Personnel Policy and the FOIP policy to differentiate any outdated policies from the new policies at a glance. No old policies will be transferred to this format without first being reviewed or renewed, passed, and signed.</p> <p>Mareen moved that all new policies will have the same formatting as the new Personnel Policy and FOIP policy. Carried.</p> <p>b. AED update – Caroline          The Sylvan Lake Lion's Club is donating \$1,500 to the Library for an AED. Caroline will ask FOSLL for the remaining amount.</p> <p>c. Muster Point Signs</p>	<p><b>Caroline:</b> ask FOSLL for the remaining amount for an AED.</p>	<p>Caroline</p>	<p>Before June meeting</p>
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<p>Julie presented the muster point signs that were ordered, but the signs received did not match the requested design—they don't have the Library logo on them, and they aren't reflective. The signs will be returned for fixing, and if reflective material isn't possible, another company will be contracted to develop the signs. Megan will follow up with her contact to see about replacement signs.</p> <p>d. Marketing Firm – Mareen          At February's meeting, the Board agreed to hire an outside marketing firm to fulfill the Library's marketing duties while Maddie is on maternity leave, as there are no qualified internal candidates (though staff will be picking up extra hours to cover Maddie's Head Clerk duties). Given the recent update to the Personnel Policy, however, a formal motion is needed to hire an external consultant.</p> <p>Jennifer and Caroline have developed a Request for Proposal, to be issued following the Board meeting and formal motion. Once the RFP process closes, Jennifer, Caroline, and either Jeri or Corrie will help evaluate the candidates and determine the successful applicant.</p> <p>Mareen moved that the Library uses an outside marketing firm to replace the Marketing Coordinator's maternity leave. Shirley seconded the motion. Carried.</p> <p>f. Director's Evaluation New Timeframe – Mareen          Mareen proposed adopting a timeframe for the Director's evaluation to ensure there isn't a gap in the process. From the time the review process starts, it should only take three weeks to complete from start to finish. Anyone on the Personnel Committee who cannot be present for those dates can be substituted with another Board member. Any changes to the process should be done at a different time to ensure the evaluation process isn't delayed.</p> <p>Mareen moved that the Library completes the year-end Director's evaluation within a three-week timeframe. Carried.</p>	<p><b>Megan:</b> Follow up on muster point signs.</p> <p><b>Caroline:</b> Issue the RFP.</p> <p><b>Jennifer:</b> Develop an evaluation matrix for applicants.</p>	<p>Megan</p> <p>Caroline</p> <p>Jennifer</p>	<p>Before June meeting</p> <p>As per RFP timelines</p> <p>As per RFP timelines</p>
<p>D. New items</p> <p>Julie raised a concern about the library's curb appeal. The community gardens are a nice addition, but there is plenty of litter outside on the ground. The Board agreed that cleaning litter should be</p>	<p><b>Caroline:</b> ensure litter cleaning is added to staff duties if there</p>	<p>Caroline</p>	<p>Before June Meeting</p>

<p>part of staff duties and the outside checks. The library has put out a call for volunteers to clean litter; if there are no volunteers, Caroline will make it part of staff duties.</p> <p>Caroline reported that the Town is investigating different permanent fencing for the outside area to keep deer and other visitors out of the new garden plots. There is about \$3,000 in the current budget for the fencing because of leftover grant money for the project. Initially, the Library and its partners had requested \$12,000 for the garden plots, but only \$8,000 was granted -- \$1,000 less than the \$9,000 quoted by the Town to develop the garden plots. But because volunteers built the beds instead of the Town, only \$5,000 of the \$8,000 grant funding was spent. Even so, any fencing will likely cost more, and Caroline asked the Board to consider applying some budget dollars to the fencing. The Board agreed that it would need to see a quote for the fencing before committing any funding, and also raised concerns about continued access to the building through the east door should the fencing block the exit. Caroline will follow up on a quote for the fencing and a plan to ensure access to the library through the east door.</p>	<p>are no volunteers.</p> <p><b>Caroline:</b> Follow up on how much garden plot fencing would cost, as well as a plan for ensuring access to the library through the east door.</p>	<p>Caroline</p>	<p>Before June meeting if possible</p>
<p>E. Information and Updates</p> <p>Mareen had none to report at this time.</p>			
<p>F. Next Board meeting: June 12, 2019, at 6:30 p.m.</p> <p>The Board may also have one meeting in the summer. Proposed dates are July 10 or August 14 at 6:30 p.m.</p>	<p><b>All:</b> check schedules for proposed summer meeting dates.</p>	<p>All</p>	<p>Before June meeting</p>
<p>G. Mareen adjourned the meeting at 7:41 p.m.</p>			

*Chapman June 12/19*