



Town of Sylvan Lake Library Board  
Regular Monthly Meeting, ZOOM

April 8, 2020

**MEETING MINUTES**

**TIME: 1:30 p.m.**

**MEMBERS PRESENT:** Deb Parry, Mareen Redies, Kathy Inglis, Shirley Allen, Julie Maplethorpe, Megan Hanson, Robert Wiens, Colleen Fisher, Andrea Newland, Chris Lust

**REGRETS:**

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Minutes Taken By: Shirley Allen	Action to be taken:	By whom:	Timeline:
1. Deb called the meeting to order at 1:43 p.m.			
2. Chris moved the Agenda be approved with additions. Carried.			
3. Shirley moved that the minutes of March 11 and March 27, 2020 be approved as submitted. Carried.			
4. Communications – Deb has forwarded emails from PRL and ALTA.			
5. Financials a) Treasurer's report Daily Banking   \$ 73,338.68 GIC               131,894.90 TSLLB             41,659.79  The next Town deposit is expected later this month.  Val Shellenberg, the Library bookkeeper, would like to offer a big thank you for being able to work from home during her employment with us.			

<p>Deb Parry used her credit card last summer to make a deposit for the 2020 Alberta Library Conference in Jasper and the Library reimbursed her. The Conference has been cancelled and so the refund will be made to her credit card and she will then reimburse the Library.</p>			
<p>6. Director's Report (Item C)</p> <p>Andrea reported some changes since the Director's report was submitted. The carpets and hardwood will be cleaned while the building is closed. The janitorial staff is now coming three days a week instead of six. Students are no longer coming in to write exams.</p> <p>The Library has paid \$100 for a voluntary subscription to Black Press Media for the Sylvan Lake News to support them during the pandemic.</p> <p>a) Programmers Update (Item D)</p> <p>The average weekly reach on Facebook has gone from 2500 to 7500.</p> <p>The Anime Club was run via Netflix Party and there were participants from Red Deer and Edmonton.</p> <p>Chris suggested that the Library offer virtual programming to the residents of Sylvan Lake Lodge and Manor as it has to Bethany.</p> <p>Colleen offered kudos to the staff for their excellent work in this difficult time. Andrea suggested that it would be a nice gesture for the staff to have Easter Monday off this year. Kathy moved that the staff have Monday, April 13, 2020 as a paid holiday. Colleen seconded. Carried.</p> <p>b) Marketing Report (Item E)</p>	<p>Contact SL Manor</p>	<p>Andrea</p>	



<p>7. Open Items</p> <p>a) Jasper Conference: going forward</p> <p>There was discussion concerning budgeting for the cost of sending a Board member to the Alberta Libraries Conference in Jasper. Kathy moved that the budget for Board expenses be set at \$3,000 for the coming year in anticipation of covering the Jasper Conference registration, three night's accommodation with meal packages, and mileage for a Board member. This will allow money to cover other Board professional development. Seconded by Robert. Carried.</p> <p>b) Plan of Service Update</p> <p>There was discussion concerning benchmarks. Andrea will continue to work on this.</p> <p>c) Board Manual</p> <p>Deb will contact Andrea about drafting a Board Manual. Chris is willing to work with them. It will be discussed at the next meeting.</p> <p>d) Vision and Mission Statements</p> <p>Andrea has proposed new wording for these statements. There were suggestions for additional changes. Andrea will continue to work on this.</p>	<p>Plan of Service rewording</p> <p>Contact Andrea re Board manual</p> <p>Vision &amp; Mission Statements rewording</p>	<p>Andrea</p> <p>Deb</p> <p>Andrea</p>	
<p>8. Policy - OH&amp;S manual -Julie</p>			

<p>Julie is still working on the OH&amp;S manual. There was discussion concerning what protocols should be included for dealing with situations like the pandemic. Kathy referred to a Trustee COVID-19 Bulletin which she will send to Board members to review for discussion at the next meeting.</p> <p>9. Information and Updates - Deb  There was an editorial in last week's Sylvan Lake paper asking for voluntary subscriptions to Black Press Media as their revenue from advertising is down. Deb suggested Board members consider supporting the paper as they have given the Library good coverage.</p>	<p>OH&amp;S Manual</p> <p>Send COVID-19 bulletin</p>	<p>Julie</p> <p>Kathy</p>	
<p>10. Next Board Meeting – May 13, 2020 at 6:30 p.m.</p>			
<p>11. Deb adjourned the meeting at 3:00 p.m.</p>			

*Chapman*  
*May 14/20*