

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

January 8, 2020

MEETING MINUTES

TIME: 6:30 pm

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

REGRETS:

Minutes Taken By: Shirley Allen		Action to be taken:	By whom:	Timeline:
1.	Deb called the meeting to order at 6:30 pm.	tuncin		
2.	Emergency Procedures - Deb			
3.	Welcome guests – none			



4.	Julie moved the agenda be accepted as submitted. Carried.	
5.	Colleen moved the Minutes of December 11, 2019 be accepted as submitted. Carried.	
	Communications - Deb a) Letters of thanks for our 2019 funding are done and will be sent out to Kaycee Madu, nister of Municipal Affairs, Devin Dreeshen, MLA for Innisfail-Sylvan Lake and Jason Nixon, A for Rimbey-RMH-Sundre. b) Deb has received resignations from Jennifer Blair and Rhonda Hamilton.	
7.	Financials - Kathy a) Dec 31, 2019 the SLML Daily Banking and Savings balance was \$135,667.29	
7	b) January 8, 2020 balances: Sylvan Lake Municipal Library Daily Banking and Savings \$124,013.64 Non-registered Investments 89,828.84 Town of Sylvan Lake Library Board Daily Banking and Savings 41,587.72 Kathy moved that the Treasurer's report be accepted. Robert seconded. Carried.	
	Director's Report - Andrea (Item B) Board Training Refresher with Ron Sheppard will be Saturday Feb 1, 2020. Plan of service facilitation will be Wednesday Feb 26, 2020. a) Programming Update (Item C) b) Marketing Update (Item D)	



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9. Open Items			
a) Drop box - Jennifer			
Jennifer was interested in discussing a Drop Box for Board items but she has since resigned from	Contact Jennifer	Deb	
the Board. Deb will contact her regarding any open issues.			
b) Policy			
i) Circulation Policy - Andrea (Item E).			
Megan moved to accept the Circulation Policy as corrected. Carried.			
ii) Andrea introduced sample documents from PRL concerning Information and			
Document Management and Records Management, which can be used as a basis to draft			
policies for the SLML. Mareen will meet with Andrea to work on this.	Draft policies	Andrea,	
iii) Occupational Health and Safety Committee Updates - Julie.		Mareen	
The OH&S Committee is streamlining the PRL safety manual as a basis for the SLML Safety			
Manual.			
Mareen is working on revising the Incident Report form.	Safety Manual	Julie, Deb	
iv) Personnel Policy - Deb			
Deb led a discussion and review of the first section of the Personnel Policy to be continued at	Incident Report	Mareen	
the next meeting.	forms		
10. New Items - None			
11. Information and Updates - Deb	- Adjoins		
a) The letter requesting old by-laws be rescinded was an information item for the Town so			
no reply will be forthcoming.			1
b) The Board Refresher training will be Saturday Feb. 1, 9-11 am in the Program Room.			
c) The Plan of Service Facilitation will be Wednesday Feb. 26, 6-8 pm in the Program Room.			
12. Next Board meeting – Feb 12, 2020, 6:30 pm.			
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13. Deb adjourned the meeting at 8:31 pm			
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