

Town of Sylvan Lake Library Board Regular Monthly Meeting, ZOOM

May 13, 2020

MEETING MINUTES

TIME: 6:30 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:

Minutes Taken By: Shirley Allen	Action to be taken:	By whom:	Timeline:
1. Deb called the meeting to order at 6:33 p.m.			
2. Deb welcomed guests: Corrie Brown, Library programmer (left meeting at 7:10), Val Schellenberg, Library bookkeeper (left meeting at 7:48) and Grant Stange, auditor with RSM (left meeting at 7:48).			
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3. Colleen moved the Agenda be approved with amendments. Carried.		
4. Robert moved the minutes of April 8, 2020 be approved as submitted. Carried.		
5. Communications - Deb has forwarded numerous emails from PRL and MAH libraries.		
6. Financials		
a) Treasurer's report		
Daily Banking and Savings \$132.593.51		
Non-registered investments 131,894.90		
TSLLB account 81,381.43		
On May 20, 2020 \$39,710.00, the first installment of the 2020-2021 public library operating grant was deposited into the TSLLB account. The final payment from the insurance claim has been received and deposited in the chequing account.		
Andrea and Kathy have discussed the effects of the closure on the Library budget. There are some savings due to the layoff of part-time employees and to the cleaners working less frequently, as well as from the cancellation of the Jasper conference. However, there will be added expenses when we reopen for PPE equipment and supplies.		
Val Schellenberg, the bookkeeper, has acted on the federal 10% wage subsidy program. This reduces the amount of payroll deductions that the Library must submit.		
Colleen Fisher will join Kathy as the Board Finance Committee to monitor financial monthly statements and participate in the Budget discussions that will likely begin in August.		
Kathy moved the Treasurer's report be accepted. Mareen seconded. Carried.		



6. Director's Report – Andrea (Item B) Andrea is working on plans for relaunching. Shields have been installed at the front service desks. Elizabeth has been recalled as of May 21, 2020 to start planning for 2021 programs. a) Programmer's Update - (Item C) Corrie has been in contact with the Sylvan Lake Lodge. Craft bags, audiobooks and CD's were enthusiastically received and more are to follow. b) Crosswalk Proposal - (Item D) Corrie proposed some changes to the rainbow crosswalk so it aligns with the piano crosswalk at the other entrance to the parking lot. She would like to present this proposal to the Town Council. Megan will look into the appropriate application protocol. c) Marketing Update - (Item E) The Library has budgeted to place an ad in Discover Sylvan Lake but publication has been delayed due to the pandemic. The ad could be cancelled for some savings but may be useful even with the late publication. Andrea to decide.	Check with Council re application protocol	Megan	
 7. Open Items a) Board Manual update - Deb The information required for the Board Manual is already on the website and just needs to be updated when the Vision Statement and Plan of Service are complete. b) Plan of Service - tabled until the June meeting. 			
 8. New Items a) Auditor's Report from RSM - Grant Stange from RSM reviewed the Auditor's Report for the 2019 year-end. Kathy moved the Auditor's Report be accepted with amendments. Julie seconded. Carried. 			

b) Director 6-month performance review - Deb, Megan and Julie completed the Director's 6-month performance review which was excellent.			
c) Wellness Resources from PRL - (Item F)			
d) Deb proposed we send a letter to Municipal Affairs Minister Kaycee Madu to express our appreciation for his interest in and actions supporting Alberta libraries.	Draft letter	Shirley	
e) Patron-lead initiative - Chris suggested we encourage library patrons to connect with our MLA and the Minister of Municipal Affairs to tell them how the Library affects them personally. It may be possible to set a link on our Facebook page so that patrons that wish to share their experience could relay their comments directly to our elected representatives.	Check into link	Andrea	
 Policy - Tuition Reimbursement Policy (Item G) - Andrea introduced a Staff Tuition Fees Reimbursement Policy for discussion. She will bring it back to the next meeting for review. 	Tuition Fee Reimbursement Policy	Andrea	
10. Information and Updates - Because it is confusing for Andrea to be getting direction from a multitude of people, as per Board governance, the communication is between the Director and the Board Chair and the Board through the Board Chair to the Director, no matter who is sitting in those positions.			
11. Next Board Meeting: June 10, 2020 at 6:30 p.m.			
12. Deb adjourned the meeting at 8:35 p.m.			

