



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

November 18th, 2020

MEETING MINUTES

TIME: 6:30 p.m.

MEMBERS PRESENT: Deb Parry, Colleen Fisher, Christina Lust, Andrea Newland, Rob Wiens, Julie Maplethorpe, Jas Payne, Virginia Beswick, Briana Darbyshire, Sean McWade, Kathy Inglis, guest: Shanna Doupe

REGRETS:

Minutes Taken By: Kathy Inglis	Action to be taken:	By whom:	Timeline:
1. Call to order – 6:31 pm			
2. Approval of the Agenda: Addition of a new item (D) – Security Cameras Robert moved. Carried			
3. Approval of the Minutes: Chris moved. Carried			



4. Self-Introductions of the Board as introduction to new members.			
5. Communications – A thank you letter from Tracy Allard, Minister of Municipal Affairs received in reply to our congratulatory letter.			
<p>6. Financial ---Treasurer’s report Bank Balances at <u>Servus Credit Union</u>: Daily Chequing (Business Plan) \$131,802.37 Long Term Planning (Non-Registered Investments) \$131, 894.90 Provincial deposits Account (Daily Banking and Savings) \$121,204.18</p> <p>Information update: We have received \$15,500 in donations from FOSLL (Friends of the Sylvan Lake Library) and 100 Women Sylvan Lake Chapter in the last 12 months.</p> <p>Motions by Colleen:</p> <p>a. Approve the transfer of \$50,000 during December from the Provincial Deposits Account into our Daily Chequing. Seconded by Robert. Carried</p> <p>b. Approve the expenditure of \$75 for each staff as a Christmas gift. Andrea will purchase gift certificates. This will come from our staff and volunteer appreciation expense line. Seconded by Sean. Carried.</p> <p>c. Approve acceptance of report. Seconded by Chris. Carried.</p>	Bank transfer to be done	Kathy & Deb	Dec.
7. Director’s Report - Andrea highlighted the movement of the Book Holds shelf out into the library for patrons to personally access. Good reaction from patrons. A donation of \$500 for the Little Pantry was received from a patron this week. Programmer’s Update: Circulated in Board package.			
8. Open Items – none this evening.			
9. New Items - a. Election of executive: Secretary: Sean volunteered. Nominations Closed. Elected by Acclamation. Treasurer in training: Briana Volunteered. Nominations Closed. Elected by Acclamation. Vice-Chairperson: Virginia will consider this position in the future. Thank you to the new members stepping into these positions.	Sean, Briana, Virginia to connect with Deb and Kathy		



<p>b. Possible two-week shutdown (due to Covid-19): Julie updated us on today's input from the Province Tele-Town Hall with Provincial Municipal Leaders and Dr. Hinshaw. The Province's desire is to not have any major shutdowns at this time. Colleen moved that if a shut-down is deemed necessary the Board authorizes the Chairperson, Deb Parry and our Director, Andrea Newland to make the decisions re closing and staff employment. Carried.</p> <p>c. Marketing Presentation by Shanna - Charts and reports were included in the Board Package. She went through how data gets tabulated and whether she does it or the organization (e.g. Twitter) does their own. Facebook engages much more than Instagram or Twitter for what are called the Top Posts. We also do some paid advertising specially to support certain programs. Little Free Pantry Posts attract good responses and posts. LGBTQ posts also attract supportive attention. She divides posts into Content/Giving and Requests which are really a form of advertising. She is cross posting for content across platforms. Going forward with changes, decisions will be left to the staff under Andrea's directions.</p> <p>d. Security Cameras are scheduled to be installed on Dec. 14th.</p>	<p>Andrea and Deb</p> <p>Shanna and Andrea</p>		
<p>10. Policy OH&S Program— Julie - Attached to Board package. Julie answered questions and clarified sources. The Board offered congratulations to Julie and Deb for their work on this policy. Cross-overs with the Personnel Policy will be updated as needed by Julie and Deb. Julie thanked Andrea and the staff for their help with this policy. Colleen moved the approval of the document with the few minor changes suggested at this board meeting. Carried.</p>	<p>Deb, Julie Andrea</p>		
<p>11. Information and Updates - keep track of your volunteer hours for every meeting. Please send your totals for this month to Andrea. Emails from PRL, ALTA and PLSB will be forwarded as they are received by the chair.</p>	<p>All board members</p>		



12. Next meeting: January 13 th , 2021 6:30pm			
13. Adjournment – 8.07 pm.			

Chlorah Pany
Jan 18, 2021