



Town of Sylvan Lake Library Board
Regular Monthly Meeting

August 11th, 2021

MEETING MINUTES

TIME: 6:30 p.m.

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

Minutes Taken By: Sean McWade	Action to be taken:	By whom:	Timeline:
1. Call to order – 6:31 p.m.			
2. Approval of the Agenda: No new items to add. Julie moved. Carried.			

<p>3. Approval of the Minutes: Virginia moved. Carried.</p>									
<p>4. Communications –</p> <p>a. Following Deb’s attendance to the Resiliency, Pandemic Response and Emergency Planning Symposium offered by PLSB in May, she contacted Wally Ferris at the Town of Sylvan Lake regarding the library on where and how we fit into the Town's Emergency Planning. Both Wally and Ron Lebsack replied asking for us to give them a few weeks to get back to us. Deb emailed again this past week for an update. Andrea and Deb met with Ron Lebsack on August 10th at 9:30AM.</p> <p>The result of this is that with the current lease with the Town being up for renewal, we are requesting that a clause be inserted indicating that the Town will provide a back-up space for SLML's business continuity in the event of a disaster that compromises the building we occupy.</p> <p>Ron Lebsack will inform Darren Moore of our meeting and the request for these changes. Andrea has been in contact with Darren Moore this past week prior to this meeting to start the lease renewal process.</p>	<p>Follow up on lease renewal with the Town of Sylvan Lake</p>	<p>Andrea & Deb</p>							
<p>5. Financials</p> <p>a. Financial Report</p> <table data-bbox="338 938 1142 1045"> <tr> <td>Daily Banking and Savings</td> <td>\$164,726.97</td> </tr> <tr> <td>GIC - 15 Month Park & Plan Non-Redeemable</td> <td>\$159,103.24</td> </tr> <tr> <td>Account for Provincial Deposits`</td> <td>\$125,783.31</td> </tr> </table> <p>The Library received its third quarterly deposit from the Town in July. We received a donation of \$1000 from the estate of a former patron. Andrea’s report also mentions two grants the Library applied for and received, one for resources and one for program funding.</p> <p>Briana Moves. Kathy seconds. Carried.</p>	Daily Banking and Savings	\$164,726.97	GIC - 15 Month Park & Plan Non-Redeemable	\$159,103.24	Account for Provincial Deposits`	\$125,783.31			
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<p>b. Kathy moved that the remainder of the allotment of \$2000 for PPE in our budget be put towards the purchase of replacement chairs and keyboards that have been damaged or show excessive wear due to the heavy sanitizing requirements during COVID. Robert Second. Carried.</p> <p>c. Budget Committee looked at the Plan of Service and Goals in recent weeks to help guide budget planning for the upcoming year. Andrea highlighted some of the Plan of Service achievements this year, including the recent pub event. There is confidence that this budget and the difference indicated between revenue and income is manageable. Our income shortfalls reflect the current realities of service levels, COVID concerns, ect. There is the likely scenario that we will present this budget in early December after the local municipal election. It was noted that the amount we have planned to ask from the town is very close to our projected request from last year. Because of a maternity leave there are some staffing changes that will be needed which affects our payroll needs.</p> <p>A discussion was had to look further into the potential opportunity to recruit high school students through their work experience program at the high school.</p>			
<p>6. Library Operations</p> <p>a. Director's Report</p> <p>i. Planning a celebration of life for Olga, a long-time patron of the library.</p> <p>ii. It was suggested to send a letter out to businesses in town and invite them to the art auction during the Alberta Art and Culture Days to try and encourage them to buy artwork and hang them in their places of business.</p> <p>iii. Cybersecurity document provided in the agenda for information.</p> <p>b. Programming update</p> <p>c. Marketing Update</p>			
<p>7. Open Items - none</p>			
<p>8. New Items</p> <p>a. Establish a committee for the director's annual review.</p> <p>i. Virginia volunteered to join Deb and Julie on this committee.</p>		<p>Deb, Virginia, Julie</p>	<p>Before mid-Oct</p>



<p>9. Policy: a. Continue Reviewing Policies.</p>		All committees	
<p>10. Information and Updates: a. Parkland Regional Libraries Grand Re-opening b. Emails were sent out outlining conferences available in the following months. c. ALC (Alberta Library Conference) has been cancelled</p>			
<p>11. Next meeting: September 8th, 2021</p>			
<p>12. Adjournment: Chris moved to adjourn. Rob seconded. Adjourned at 7:26 p.m.</p>			

Rob Carraway
Sept 13/21