



Town of Sylvan Lake Library Board
Regular Monthly Meeting ZOOM

January 13th, 2021

MEETING MINUTES

TIME: 6:30 p.m.

MEMBERS PRESENT: Deb Parry, Colleen Fisher, Christina Lust, Andrea Newland, Julie Maplethorpe, Jas Payne, Virginia Beswick, Briana Darbyshire, Sean McWade, Kathy Inglis. Rob Wiens joined at 6:43pm

REGRETS:

| Minutes Taken By: Sean McWade | Action to be taken: | By whom: | Timeline: |
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| 1. Call to order – 6:31 pm | | | |
| 2. Approval of the Agenda: No new items to add. Briana moved. Carried. | | | |
| 3. Approval of the Minutes: One spelling error corrected. Colleen moved. Carried. | | | |

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| <p>4. Communications – Reminder to the Board to submit both meeting preparation hours and Oath of Confidentiality to Andrea.</p> | <p>Submit meeting preparation hours & Oath of Confidentiality</p> | <p>All Board members</p> | |
| <p>5. Financials a) Treasurer’s Report Bank Balances Regular Chequing Daily Banking and Savings \$100,970.34 Long Term Investments \$131,894.90 Town of Sylvan Lake Library Board Account Daily Banking and Savings \$71,244.74 The \$50,000 was moved in accordance with the motion from the last meeting. Budget Update The Town is still in the process of its budget deliberations. The pages you have reflect our current information and what we have submitted to them. Most of 2020 and perhaps most of 2021 will not be normal years but we have done our best to plan for some revenue decreases, acknowledged what the Town hope to offer us and reflected the spending cuts we could anticipate. Already we will have a lower salary payout for January. We do not yet have a year-end statement for 2020 but we know it will lead to a surplus as have the past few years. The budget numbers are not a discussion item at the present although by June or July the financial committee might be doing some revisions. However, if you have any questions about the meaning of particular line items Andrea, Deb or Kathy would be happy to help. We have left some of the explanatory notes on the pages to facilitate your understanding of this document.</p> <p>Due to the changes in Board Membership we also need to make some changes in who has signing authority at Servus Credit Union. Kathy moves that we remove Mareen Redies, former Vice Chair and Shirley Allen, former Secretary from the Signing Authority at the Credit Union. Seconded by Julie. Carried.</p> | <p>Addition of signatories for the Sylvan Lake Library Accounts</p> | <p>Kathleen, Briana, Virginia</p> | <p>After approval of minutes at February 10th Board meeting</p> |



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| <p>Kathy moves that we add Briana Darbyshire and Virginia Beswick to the approved list of signatories for the Sylan Lake Library Accounts at Servus Credit Union. Seconded by Virginia. Carried</p> <p>This action cannot be taken until we have approved the minutes at our next meeting.</p> <p>Motion to accept the Treasurer's Report – Kathy. Seconded by Rob. Carried.</p> | | | |
| <p>6. A) Director's Report - Andrea reported there will be no January staff meeting due to current layoffs of part time staff members. A focus of the meeting will be a discussion of the new OH&S policy implementation and will be postponed to February when all staff will hopefully be back in the building. Curbside pickup has started due to extension of continued Covid-19 shutdown. It has been very well received by the public.</p> <p>B) Programming Update – Looking at more structured parental supports for moms and dads who may require the additional mental health support during these difficult and isolating times. The Anime Club has had increased attendance online from live person attendance.</p> <p>C) Marketing Update – Efforts being made to catalogue and archive online digital media where the library has been spoken about in the news.</p> | | | |
| <p>7. Open Items – No open items.</p> | | | |
| <p>8. New Items</p> <p>a) Virtual Board Orientation (PLSB) – Working with Ken to ensure online platform is available for new Board members. Potential dates for this meeting were discussed and will be passed on. The possibility to have the meeting recorded will be asked as well to provide flexibility for members.</p> <p>b) New signing authorities approved during Financials update.</p> | <p>Coordinate potential date for virtual Board orientation</p> | <p>Deb</p> | |
| <p>9. Policy</p> <p>Deb spoke to board governance and policy updating. The set up for the committees is as follows:</p> <p>Governance: Kathy, Andrea, Robert and Briana</p> <p>Service: Colleen, Chris, Sean and Jas</p> | | | |

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| Personnel: Julie, Virginia and Deb | | | |
| 10. Information and Updates – No new information or updates shared. | | | |
| 11. Next meeting - February 10 th , 2021 6:30 PM | | | |
| 12. Adjournment: 7:04 pm | | | |
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Stephanie
Feb 12/21