



Town of Sylvan Lake Library Board
Regular Monthly Meeting

October 13th, 2021
(Held virtually via Zoom)

MEETING MINUTES

TIME: 6:30 p.m.

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

Minutes Taken By: Sean McWade	Action to be taken:	By whom:	Timeline :
1. Call to order – 6:33 p.m.			
2. Approval of the Agenda: No new items to add. Colleen moved. Carried.			
3. Approval of the Minutes: a. Removal of “to carry” from financial report.			

<p>Kathy moved to accept minutes as amended. Carried.</p>									
<p>4. Communications a. No communications to share.</p>									
<p>5. Financials a. Financial Report</p> <p>As of Oct 12, 2021:</p> <table data-bbox="296 565 1045 670"> <tr> <td>Daily Banking and Savings</td> <td>\$83,324.86</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>\$125,834.82</td> </tr> </table> <p>The board also received a gift from FOSLL in the amount of \$995.80 for the purchase of adult non-fiction books.</p> <p>Briana moved for the acceptance of the financial report as presented. Robert seconded. Carried.</p> <p>b. Deb moved the use of Board funds to provide a meal, at their next staff meeting, to the library staff as a thank you for all of their hard work. Rob seconded. Carried.</p> <p>c. On October 6th the library received a \$1000 donation from FOSLL towards the "easy collection". Kathy moved to support the purchase of all the items related to the FOSLL donations as presented in the director's report. Chris seconded. Carried.</p> <p>d. Kathy moved to approve an expenditure of up to \$3000 for the purchase of technology equipment for the children's section of the library. Robert seconded. Carried.</p>	Daily Banking and Savings	\$83,324.86	GIC - 15 Month Park & Plan Non-Redeemable	\$159,103.24	Account for Provincial Deposits	\$125,834.82			
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<p>6. Library Operations</p> <ul style="list-style-type: none"> a. Director's Update <ul style="list-style-type: none"> i. Andrea gave a debrief of the budget presentation she gave on October 12th at the Town of Sylvan Lake Council meeting. The board has been invited back to the November 22nd council meeting to present to the newly elected town council. b. Programming Update - See October package for details. c. Marketing Update - See October package for details. 	<p>Attendance for budget presentation at TOSL Council Meeting</p>	<p>Andrea, financial team</p>	<p>November 22nd</p>
<p>7. Open Items - None</p>			
<p>8. New Items</p> <ul style="list-style-type: none"> a. Thank you to outgoing board members - Kathy, Colleen, and Chris were thanked for their dedicated service to the board. b. Director's review - The director's review committee met on September 23rd and a summary of that report was presented. Deb moved to accept the review and approve the stipend as presented. Julie Seconded. Carried. c. Stronger Together Conference Feedback. Two sessions in particular were recommended to Board members who were unable to attend - Dare to Lead and Professor Timothy Caulfield's talk on dealing with Misinformation. Links were shared. 			
<p>9. Policy:</p> <ul style="list-style-type: none"> a. Finance Policy <ul style="list-style-type: none"> i. Number ordering needs to be corrected from 6a/7b to 6a/6b. ii. Wording in multiple areas should be updated from "Library" to "Library Director". iii. Section 8 should be changed from "Director of Library Services" to "Library Director" and section 6 "Director" should be changed to "Library Director". iv. Taking the name of a specific banking institution out of the finance policy as seen in section 3 of the Financial Policy was discussed. v. Section 16 should include an update regarding a penalty of interest in case of emergency funds access. 	<p>Correct changes to the finance policy</p>	<p>Governance Policy Committee</p>	<p>1 month</p>

Colleen moved to accept this policy as amended. Carried. b. Gifts and Donations Policy i. Spelling corrections needed in section 1 of policy. Chris moved to accept the policy as amended. Carried.			
10. Information and Updates: Reminder of new budget presentation to TOSL Council Meeting on November 22nd at 6:00 PM for all those interested in attending.			
11. Next meeting: November 10th, 2021			
12. Adjournment: Sean moved to adjourn. Adjourned at 7:23 p.m.			

Deborah Parnell
Nov 15/21