



Town of Sylvan Lake Library Board  
Regular Monthly Meeting

April 13th, 2022  
Library Meeting Room

**MEETING MINUTES**

**TIME: 6:30 p.m.**

**MEMBERS PRESENT:** Andrea Newland, Julie Maplethorpe (virtual from phone, left meeting at 6:58 pm), Rob Wiens, Briana Darbyshire, Sean McWade, Teresa Rilling, Alex Lambert, Deb Parry, Virginia Beswick , Krista Anderson

**Absent :**

| Minutes Taken By: Sean McWade  | Action to be taken: | By whom: | Timeline: |
|--|---------------------|----------|-----------|
| 1. Call to order – 6:32 p.m.   |                     |          |           |
| 2. Approval of the Agenda:<br>Teresa moved to accept the agenda as amended. Carried. |                     |          |           |

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| <p>3. Approval of the Minutes:<br/>Alex moved to accept minutes as presented. Carried.</p>  |   |               |              |
| <p>4. Communications<br/>a. No communications to share.</p>   |   |               |              |
| <p>5. Financials<br/>a. Financial Report</p> <p>Daily Banking: \$115,084.69<br/>GIC 1: \$159,103.24<br/>GIC 2: \$80,941.95</p> <p>On March 14, Deb and Briana met at Servus to withdraw the funds from the Board's savings account as per the last meeting minutes. \$45,000 was deposited to the chequing with the remaining in a 1 year non-redeemable GIC.</p> <p>Briana moved to have the 15 month GIC rollover approved. Robert seconded. Carried.</p> <p>Briana moved to have her report accepted as presented. Virginia Seconded. Carried.</p> | <p>Transfer of funds as approved by the Board</p> | <p>Briana</p> | <p>March</p> |
| <p>6. Library Operations<br/>a. Director's Update<br/>i. The 3rd round of interviews were conducted recently and an offer was put forward to a successful applicant.<br/>ii. Paid shifts will be given to a summer student who is currently volunteering with the library.<br/>iii. Flooring will be installed mid-June to coincide with the 2-week program break.<br/>b. Programming Update - See April package for details.<br/>c. Marketing Update - See April package for details.</p>  |   |               |              |

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| 7. Open Items - No open items to report.   |   |  |   |
| 8. New Items <ul style="list-style-type: none"> <li>a. ALTA webinar - Making Friends and Influencing Councillors           <ul style="list-style-type: none"> <li>i. Andrea and Deb updated the board on the key take-away messages from this conference. Further exploration will be followed through by Teresa in regards to the Libraries Act and Municipalities Act.</li> </ul> </li> <li>b. Move May board meeting due to Marigold conference on May 11th           <ul style="list-style-type: none"> <li>i. Teresa moved to move the May Board meeting to June 8th</li> </ul> </li> <li>c. Presentation to Town Council and The Summer Villages by a Library representative: mid-year advocacy</li> </ul> | <ul style="list-style-type: none"> <li>a. Ask questions of Parkland regarding libraries and municipalities acts.</li> <li>b. Board members were encouraged to watch ALTA webinar.</li> <li>c. Develop mid-year report for Town Council</li> </ul> | <ul style="list-style-type: none"> <li>a. Teresa</li> <li>b. All Board members.</li> <li>c. Virginia, Sean, Krista, Alex, Deb</li> </ul> | <ul style="list-style-type: none"> <li>a. Next Parkland Board Meeting.</li> <li>b. Before the next Board meeting.</li> <li>c. July</li> </ul> |
| 9. Policy <ul style="list-style-type: none"> <li>a. Revised Collections Policy presented by the Service Committee.           <ul style="list-style-type: none"> <li>i. Clarifications on content and necessary changes were shared and an updated collections policy will be presented at the June meeting.</li> </ul> </li> </ul>   | <ul style="list-style-type: none"> <li>a. Update the collections policy</li> </ul>  | <ul style="list-style-type: none"> <li>Service Committee</li> </ul>  | <ul style="list-style-type: none"> <li>June</li> </ul>  |
| 10. Information and Updates: <ul style="list-style-type: none"> <li>a. May meeting has been moved to June 8th, 2022</li> </ul>   |   |  |   |
| 11. Next meeting: June 8th, 2022 at 6:30 p.m.  |   |  |   |



12. Adjournment: Deb moved to adjourn. Adjourned at 7:47 p.m.

*Deborah Perry  
June 14 / 2022*