



Town of Sylvan Lake Library Board
Regular Monthly Meeting

March 9th, 2022
(Held virtually via Zoom)

MEETING MINUTES

TIME: 6:30 p.m.

MEMBERS PRESENT: Andrea Newland, Julie Maplethorpe, 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 – 6:34 p.m.			
2. Approval of the Agenda: a. Item 8a. Website redesign was added to this week's agenda. Robert moved to accept the agenda as amended. Carried.			

<p>3. Approval of the Minutes: Teresa moved to accept minutes as presented. Carried.</p>			
<p>4. Communications a. No new communications to share.</p>			
<p>5. Financials a. Financial Report</p> <p>Daily Banking: \$109,001.66 GIC: \$159,103.24 Savings: \$125,941.95</p> <p>With last months' meeting minutes being approved, Briana will contact Servus on Friday to have the balance moved from savings according to the motions approved in February. She will advise the Board of the next steps as we will require another signer for the transaction.</p> <p>After last months' Board meeting, a motion was put forward to purchase flowers for both Andrea and Susan Hall. This motion was made by Robert Wiens and seconded by Teresa Rilling, with an all in favour vote received by email confirmation. The purchase of flowers was made by Deb, so she will be dropping off her receipts for reimbursement. Briana will sign the cheques as needed.</p> <p>Briana moved to have her report accepted as presented. Sean seconded. Carried.</p>	<p>Transfer of funds as approved by the Board</p>	<p>Briana</p>	<p>March</p>
<p>6. Library Operations a. Director's Update - See March package for details. b. Programming Update - See March package for details. c. Marketing Update - See March package for details.</p>			

7.	Open Items - No open items to report.			
8.	<p>New Items</p> <p>a. Website Redesign - Andrea requested that the Board review with fresh eyes the Library's website and take a survey on the efficiency of its user interface to improve its performance.</p>	Review the Library website and complete the survey	All Board members	Before April's Board meeting
9.	<p>Policy:</p> <p>a. Orientation and Continuing Education of Board and Staff Policy : An explanation of changes and updates to this policy were presented and edits were discussed.</p> <p>Virginia moved to have the policy accepted as amended. Carried.</p>			
10.	<p>Information and Updates:</p> <p>a. Service Policies subcommittee will present the updated Collections Policy during the April 13th Board meeting.</p>	Prepare Collections Policy Presentation	Service Policies Subcommittee	Before April's Board meeting
11.	Next meeting: April 13th, 2022 at 6:30 p.m.			
12.	Adjournment: Deb moved to adjourn. Adjourned at 7:01 p.m.			

Chorahpant
April 14/2022