



Sylvan Lake Municipal Library  
Regular Monthly Meeting – Program Room  
Monday, April 16, 2018

**Minutes**

Attendance: Dwayne Stoesz, Caroline Vandriel, Kathy Inglis, Julie Maplethorpe, Shirley Allen, Karen Baier, Mareen Redies, Teresa Rilling, Rhonda Hamilton-McPhail

Regrets: Deb Parry, Starla Fifield

1. Dwayne Called the meeting to Order at 7:00 pm
2. Emergency Procedures Reviewed
3. Welcome Guests : There were none
4. Approval of the Agenda: agenda addition of Staff First Aid (9f). Moved to approve by Julie
5. Approval of the Minutes of March 14, 2018: Kathy requested the addition of a date Feb.28 above the financial information. Motion to approve Teresa Rilling. Passed

6. Treasurer's Report:

There are two line items on the monthly budget update that need mentioning:

Our telecommunications expenses are higher than expected and Caroline is working on this with Telus.

We received a grant from the Town's Arts and Recreation Fund of \$2000 to support our Art Attack Programs.

March 31st, 2018 Bank Balances

Chequing Accounts \$72,846.59

Investments \$98,435.57

Motion to accept - Karen Baier and seconded by Shirley Allen. Passed.

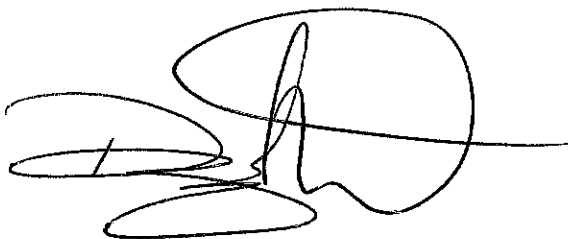
7. Librarian's Report – Caroline Vandriel will pass the Telus torch to Dwayne to continue the contact and problem solving. Vendors, with bills under \$200.00, will be paid by credit card to assist with meeting vendor needs to be paid by the end of the month. Motion to accept Caroline's report - Mareen. Accepted.
8. Open Issues
  - a) Director's Evaluation update - tabled until May Julie moved that the evaluation will be scheduled for January starting in 2019 and for future years. Passed.

- b) Volunteer Insurance Coverage – The Library has increased the coverage for volunteers up to age 80 at both the library site and for external locations. The cost increase is \$250. Our current insurance coverage already covers non-library vehicles used in library business.
- c) Award Nominations (we didn't win)

9. New Items

- a) Cannabis/Medical Marijuana in the workplace (do we need a policy?) After discussion and on the recommendation of Teresa Rilling we will wait until the town has put their bylaws and policies into place.
- b) Amnesty Week – Library does this to remove barriers for people who have large fines and have stopped using the library. Only fines are forgiven, not costs of lost or damaged books. Library will look into notifying large fine accounts of the upcoming amnesty. It will be April 22<sup>nd</sup> to April 28, 2018.
- c) SLAECC Grant – Early Childhood Coalition - Caroline applied for a grant and we received \$1000, which Caroline spent on some large games and books.
- d) STEP Grant, Canada Summer Jobs grant and our SRP person - We got the STEP grant and interviews are being done this week for a Summer Page position. No response yet on the Canada Summer Jobs grant and we will go ahead and hire even if we don't get a grant. It is an important position for the summer reading program
- e) Provincial Funding Grant application - Provincial Grant for Library Boards is being applied for. It is worth approximately \$75000.
- f) First Aid training in-house. Cathy and Caroline are the two staff who recently attended a course to be up to date on this. Eight other staff need to be trained or retrained. Julie has suggested a possible trainer. Moved by Karen that the possibility of a closure of the library in order to facilitate the training at the Director's discretion is approved by the Board.  
Passed.

10. Next Board meeting: May 9 7:00 pm

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