



Sylvan Lake Municipal Library
Regular Monthly Meeting
Wednesday, April 19, 2017

The Sylvan Lake Municipal Library exists to provide access to comprehensive information in response to the needs of the community, to uphold the principles of intellectual freedom, and to promote cultural enrichment.

Present: Dwayne Stoesz (Chair), Barb Pettie (Vice Chair), Caroline Vandriel (Director), Lynette Baker (Secretary), Kathy Inglis (Treasurer), Michael Dawe, Chris Lust, Laurie Norris, Starla Fifield, Deb Parry.

Regrets:

Absent:

1. Call to Order:

-Meeting called to order @ 7:00 PM.

2. Emergency Procedures

3. Approval of the Agenda:

-Motion to approve agenda made by Kathy Inglis . Carried.

4. Welcome Guests:

5. Approval of the Minutes of March 8, 2016

-Motion: Deb Parry made a motion to accept approved minutes with amendments.
Carried.

6. Treasurer's Report – Kathy Inglis:

a. CAFT for LAPP

-Motion by Kathy Inglis: I move that the LAPP payment will become an automatic transfer to the Local Authorities Pension Plan (Line 5-115) through Servus Credit Union and that we authorize the initial payment to set this up. Seconded by: Laurie Norris

-Motion: Kathy Inglis made a motion to accept Treasurer's Report as presented. Seconded: Barb Pettie. Carried .

-Donation from FOSLL went toward the purchase of a computer.

7. Librarian's Report – Caroline Vandriel

-Donation of Gala Tickets to be donated to staff employees, and their choice of plus one.

-Laurie Norris made a motion to donate the extra tickets for Gala on Saturday, the 29th, to library employees. Carried.

-Professional Development Meeting: best meeting ever. Donna Elerbee has been invited from Community Partners to share with the Sylvan Lake Library, the scope of services available through her agency.

-Incident Report: Staff has requested assistance in determining how to handle incidents as they arise in future. Heather Sweetnam has been requested to come in to advise the staff on this concern.

-Chris Lust suggested Val from Community Center as an alternate. Caroline Vandriel said it was easier to go with Community Partners because its location is close to the library.

-Laurie Norris makes motion to accept Director's report as information. Carried.

8. Open Issues

a. Director's Performance Review

-Chris Lust makes motion to go into "in camera".

-Laurie Norris made a motion to Move out of "in camera"

-Chris Lust makes motion that since the Director's Evaluation was positive, that Caroline receives her salary increase retroactive to anniversary date. Additionally, Chair Dwayne Stoesz and Chris Lust will sit down with Caroline Vandriel to review the contents of the Evaluation. Motion seconded by Deb Parry. Carried.

b. Free Library Cards

-Table item until next meeting.

c. Best of the Mountain Film Festival World Tour: Laurie Norris reported that: Mountain view has withdrawn its support and will transfer it to Olds.

-Permission must be obtained prior to approval of an alternate location. The sponsor is considering adding an extra day to RD. Festival Fee: \$2700. + GST.

- A suggestion was made that a small survey @ desk be conducted to determine the level of interest in the Sylvan Lake vicinity.

-Sponsorship necessary for this event. The Alliance Church is a possible venue. Ticket cost: \$25.00/ticket.

9. New Business

a. Staff Initiatives

- **Coffee Station:** Sian Grant came up with idea to support purchase of items for the Family Christmas Baskets circulated during Christmas Season.
 - Everything (all items) necessary for proceeding with the Coffee Group has either been volunteered and/or donated.
 - Suggestion means of generating revenue would either be a donation, as the idea is that more money is generated than having a fixed price
 - OR: a fixed price of a dollar, as many people love the idea of a bargain!
- **Summer Speaker Series**
 - Idea from Staff meeting: Series potentially scheduled for Thursday evenings, aimed @ adults. Caroline Vandriel will send out e-mail re: topics and speakers.

b. Policy: removal of:

- Reference Material Statement
 - Policy no longer relevant
 - Chris Lust makes a motion that the following policies be rescinded.
 - i) Reference Material Statement; ii) Materials Selection: Music; iii) Clerk/Programmer (combined position) Job Description.
 - Second: Michael Dawe. Carried.

-Barb Pettie makes motion to update policy of Employee Use of Internet and IT. Seconded: by Laurie Norris. Carried.

c. Director Evaluation:

-Chris Lust submitted a form entitled: Sylvan Lake Library Board:

Board Procedure: Library Director Annual Performance Review

-This template will be utilized in future on an annual basis in order to provide Evaluation Tools to effectively conduct a performance review for the library Director.

-Chris Lust also suggested that the BOD select a "Personnel Committee" to facilitate this annual review.

d. Cultural Master Plan

-Chris Lust indicated that the committee continues to work toward completion of plan. It is anticipated that it will soon be finalized, and will be presented at that time.

10. Advocacy

a. Letter supporting SK libraries

-Michael Dawe makes a motion that said letter, already written, be forwarded to the Government of SK. The strongly worded letter expresses the BOD's profound concern about initiatives recently taken by the SK gov't, with regard to regional libraries, to be detrimental in the extreme for the long-term cultural welfare of SK residents. The BOD supports this action. Carried.

b. Letter of thanks: for the CSJ Grant (Calkins' office)

-Hold off on this initiative until hire has been completed. This letter is to be sent to office of Mr. Calkins; with a c.c. to appropriate ministry.

11. Next Board meeting: May 10, 2017; regrets from Deb Parry

12. Adjournment: The meeting adjourned @ 8:10 PM.

*Book sharing may take place after the meeting had adjourned.

