



Sylvan Lake Municipal Library
Regular Monthly Meeting – Program Room
Minutes Wednesday, May 16, 2018

Attendance: Jeri Wolf, Dwayne Stoesz, Deb Parry, Kathy Inglis, Teresa Rilling, Karen Baier, Rhonda Hamilton-McPhail, Julie Maplethorpe, Mareen Redies,

Regrets: Starla Fifield, Shirley Allen

1. Call to Order: Dwayne called the meeting to order at 7:06PM
2. Emergency Procedures
3. Welcome Guests
4. Approval of the Agenda: Teresa moved to accept. Carried.
5. Approval of the Minutes of April 11, 2018 (please sign or correct on hard copy): Teresa questioned the Telus situation and whether anything has been done. Dwayne is waiting for a call or an email back to start this process. Motion to approve: Karen, carried.

6. Treasurer's Report

Bank Statement as of April 30th, 2018
Chequing Account Balance \$133,319.77
Investments \$98,435.57
Accrued Interest \$331.83

Our income stream is looking good for the first quarter and expenses, except for telecommunication is on target.

Motion to accept: Kathy moves to accept her report, seconded by Teresa.
Carried.

7. Librarian's Report – Caroline Vandriel (see written report): Kathy questioned the attendance numbers. Jeri said they are trying to figure it out; even Mighty Machines was down in numbers. Apparently other programs in town are also seeing reduced numbers. Free programs are noted for 'no commitment' to registrations. FOSSIL's Mother's Day Tea went very well. Tammy went to the AALT conference in Drumheller and is grateful for being able to attend. Great comments about Corrie's presentation at the past two conferences. Dwayne questioned how many replies to ad for full time position; Jeri indicated there have been some but the competition end date is not here yet. Summer kickoff program is June 23. Motion to accept Jeri's report: Julie, carried.

8. Open Issues

- a) Canada Summer Jobs Grant – doesn't look like we got it (Summer Reading Program Coordinator's pay was partially calculated into the original budget. The shortfall should be covered by savings due to my leave and Cathy's resignation. Jeri cannot fill in questionnaire for Vincent's STEP program until she speaks to Caroline; report is not due until June 15th.

9. New Items

- a) Policy Review (Update of orientation policy - please sign or correct on hard copy).
Motion to accept changes to Orientation & Continuing Education of Board & Staff: Kathy, carried.
- b) Rhonda and Karen reported on their conference experience: Karen said thank you for her attendance. She met a lot of people and gained a lot of experience. She passed around a report on the ones she attended. Rhonda also expressed her thanks for her attendance; she said they were really well behaved! She attended one session: "Disabled is not a Verb". She prepared a bit of a report with hopes that we can incorporate part of it.
Focus on Easy to Reach Goals Without Board Approval: one of the goals to achieve does not require Board approval: changing our language, getting the list of words that this presenter had and share it with the staff and board members. Jeri has attended his sessions and agreed he is a great presenter.
- c) Proposed temporary wage increase for Jeri (Please sign if passed): Dwayne read out the proposed letter of wage increase for Jeri for interim acting director: Rhonda moved that Jeri be offered the interim position May 7 to June 2 and that she be offered \$68,295.70 per annum, pro rata for the duration of this appointment; seconded, Mareen, Carried.
- d) Kathy does not receive financials until the 11th or 12th of each month so does not have them in time for our meetings. This is just an observation of whether it matters for our meetings.

10. Next Board meeting: June 13

11. Adjournment: 8:20

For discussion at the next meeting or in the fall (depending on the issue):

Up to date First aid training being a requirement for new hires, not paid for by the library.

Timing for meetings to be discussed in relation to financial statements.

Job description for library manager to be reviewed. Each board member is to review The Town of Sylvan Lake Library Board Policy and Procedures, P-011 Management Personnel Policy and bring up to 5 items for review at the June meeting.

Risk management & emergency policy still not done.

