



Sylvan Lake Municipal Library
Regular Monthly Meeting
Wednesday, January 11, 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. 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, Starla Fifield, Chris Lust, Deb Parry, Laurie Norris

Regrets:

Absent:

1. Call to Order:

-Meeting called to order @ 7: 00 PM

2. Emergency Procedures

3. Approval of the Agenda: Additions or omissions.

Omission: **8c): Approving the application for the minister's award:** application not due to February, so item will be tabled until that time.

-Add: 8.c) **Rocky Mountain Film Festival**, presented by Laurie Norris.

-Add: 8.e): **Sylvan Lake Culture Master Plan**, presented by Chris Lust.

-Chris Lust made a motion to accept amended agenda. Carried

4. Welcome Guests: Deb Parry; now a Board Member

5. Approval of the Minutes of November 9, 2016

-Kathy Inglis made a motion to accept approved minutes, with amendments. Carried

6. Treasurer's Report

No concerns in the daily financial operations. Bank balance on our last statement for our investment account:

GIC - 2 year rate builder \$56,555.55

Kathy Inglis makes Motion 1 – that in our monthly report of the bank balances we designate the amount in our investment account as Long Term Planning. Motion seconded by Laurie Norris. Carried.

Kathy Inglis makes Motion 2 – On our year-end financial statement we showed a positive balance of \$18, 135.44. I move that this money be allocated in the 2017 budget as follows:

Line 5.115 \$8000.00 Employer contributions – this was underestimated in budget

Line 5.274 \$1145.67 to cover the increased insurance cost

(information came after the budget was completed)

Line 5.510 \$1589.77 General Good and Supplies – we already budgeted to pull \$1300 from reserves for this coming year and will add a little to this for contingencies

Line 5.519 \$ 400 to staff and volunteer recognition (we transferred money to this line last year to allow more staff recognition)

Long Term Planning Transfer \$7000 to this account

TOTAL allotments - \$18 135.44. Motion seconded by Laurie Norris; motion was carried.

Kathy Inglis moved that the Treasurer's report be adopted as presented. Laurie Norris seconded the motion. Carried.

7. Librarian's Report

Barb Pettie made a motion to accept Director's report as presented. Carried.

8. New Business

a. Easter Hours of Operation

-I Laurie Norris make the following motion: for the entire weekend of Easter, the library will be closed Good Friday, Saturday and Easter Sunday. This is for the year 2017 and is presented as a trail. Seconded: Barb Pettie

b. Approving the continuation of the Our Lady of the Rosary free summer library cards

-I, Laurie Norris make a motion that the library continue the with the temporary free card program for Our Lady of the Rosary students, provided that necessary information is received by the library by March 11, 2017. Motion seconded by Chris Lust.

c. **Approving the application for the minister's award:** Item tabled until February.

d. **Banff Mountain Film Festival:**

-Further information will be presented by Laurie Norris after the Olds Meeting

e. **Sylvan Lake Master Culture Plan:**

-Information presented by Chris Lust. A follow-up e-mail will be sent from Chris Lust to each member to supply additional information for meeting scheduled for January 24, 2017.

f. **#Readfor15sylvan and how the Board can help promote it**

-flyers provided by Director to BOD members for promotion of program throughout the area

g. **Draft of an updated retention policy and retention schedule**

-Motion for acceptance of the policy made by Lynette Baker. Carried.

9. Next Board meeting: February 8, 2017

10. Adjournment: The meeting adjourned @ 8:27 PM.