



Sylvan Lake Municipal Library  
Regular Monthly Meeting  
Wednesday, March 8, 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), (Vice Chair), Caroline Vandriel (Director), Lynette Baker (Secretary), Kathy Inglis (Treasurer), Michael Dawe, Chris Lust, Deb Parry

**Regrets:** Laurie Norris, Starla Fifield, Barb Pettie

**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 Chris Lust. Carried

**4. Welcome Guests:** Grant Sange, Auditor

**5. Approval of the Minutes of February 8, 2016**

-Motion: Kathy Inglis made a motion to accept approved minutes. Carried.

**6. Auditors 's Report 2016**

-Motion: Kathy Inglis: I move the auditor's report be received and approved, including its recommendations. Seconded: Chris Lust. Carried.

-Motion: Kathy Inglis: I move that we define Long-Term Planning as follows:

Long-Term Planning for the Library Board constitutes capital expenses of major equipment and furnishings. Seconded: Debbie Parry. Carried.

**7. Treasurer's Report – Kathy Inglis:** Line items clarified by Kathy:

- The photocopier expenses: paper
- Equipment: Mats

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

**8. Librarian's Report – Caroline Vandriel**

- Chris Lust made a motion to accept Director's report as information. Carried.

**9. Open Issues**

**a. First Data vs. SQUARE for credit and debit transactions**

-Another alternative available from Parkland:

- special rate for debit/credit with no fees: rates are ½ of those charged by others. Rate of 1.~%; the others /competitors are over 2%.
- \$5.00 minimum. Includes a donation button. Can use an interactive credit card.
- Direct deposit into Library's account. Parkland owns website, so they can activate this account.

**b. Director's Performance Review**

-Dwayne, Barb, Chris and Lynette met on March 2<sup>nd</sup>. Objectives needed to be reworked. Committee will meet again.

-Caroline met with Dwayne and Chris for lunch Monday, March 5 for to review configurations of form to define process. Chris will draft procedure so that future committees can utilize it from to year to year, with necessary changes as per annual requirements.

-Committee reported that there is no report at this time.

**c. Farmer's Market and summer hours**

-Follow up with the Town of Sylvan Lake to clarify where the market will be located, either here next to Library, or @ the old Water Slide.

-Motion made by Caroline Vandirel: if the Farmer's Market is in the municipal lot next door, then the library will have extended summer hours. However, if it is relocated to the waterslide site, then the Library will not have extended summer hours. Carried

## **10. New Business**

### **a. Sharp's Containers in the bathrooms**

-Motion by Kathy Inglis: for health and safety reasons, the library will acquire sharps containers for the male and female washrooms. Carried.

### **b. YOU awards**

-Up for both awards: Little Free Pantry and Read for 15: public/popularity award on the website. Individuals can vote as many times as they wish.

-Caroline will send out reminder e-mail on this topic.

### **c. Visitor statistics by residence**

-Volunteer recorded information as to town of residence to see which town people came from.

**11. Next Board meeting:** April 12, 2017

**12. Adjournment:** The meeting adjourned @ 8:05 PM.

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