



Town of Sylvan Lake Library Board
 Regular Monthly Meeting, Program Room

Feb 13, 2019

MEETING MINUTES

TIME: 6:30

MEMBERS PRESENT: Deb Parry, Mareen Redies, Kathy Inglis, Shirley Allen, Caroline Vandriel, Julie Maplethorpe, Karen Baier, Jennifer Blair, Megan Hanson

REGRETS: Robert Wiens, Rhonda Hamilton-McPhail

	Action to be taken:	By who:	Timeline:
1. Deb called the meeting to order at 6:38 pm.			
2. Emergency Procedures: Deb - with thanks to Jeri and Caroline for dealing with emergencies this week. Also, thanks from the Board to Jeri for looking after the library while Caroline was on her trip.			

3. Welcome Guests: Deb – none.																							
4. Deb moved the agenda be approved as read. Seconded by Jennifer. Carried																							
5. Kathy moved the Minutes of Jan 9, 2019 be approved as amended. Carried.																							
6. Communications: Deb a) A letter from Bob Green outlining ALTA board meeting highlights. b) A letter from Peace River Municipal Library.																							
<p>7. Financials: a) Treasurer’s report - Kathy</p> <table data-bbox="233 634 867 1024"> <thead> <tr> <th></th> <th style="text-align: right;"><u>Jan 31, 2019</u></th> </tr> </thead> <tbody> <tr> <td colspan="2">Current Assets</td> </tr> <tr> <td colspan="2">Chequing/Savings</td> </tr> <tr> <td>1-100 · Servus CU - chequing</td> <td style="text-align: right;">226,142.18</td> </tr> <tr> <td>1-105 · Servus CU - shares acct</td> <td style="text-align: right;">1.27</td> </tr> <tr> <td>1-115 · Servus GIC - Long Term Planning</td> <td style="text-align: right;">68,435.57</td> </tr> <tr> <td>1-120 · Petty Cash</td> <td style="text-align: right;">250.00</td> </tr> <tr> <td>1-125 · Till</td> <td style="text-align: right;">100.00</td> </tr> <tr> <td>1-126 · Servus Rewards</td> <td style="text-align: right;"><u>93.00</u></td> </tr> <tr> <td>Total Chequing/Savings</td> <td style="text-align: right;">295,022.02</td> </tr> </tbody> </table> <p>b) Board Governance Workshop - Kathy moved that the cost of registration (\$25.00 per person) be covered for as many board members as can attend, to be taken from the Training and Development budget line. Seconded by Jennifer. Carried.</p> <p>Discussion about cost of driving to Jasper conference. Caroline will check into alternate methods of reimbursement. Kathy moved that for this year’s conference only one car’s expenses will be paid at the provincial set rate. Seconded by Megan. Carried.</p>		<u>Jan 31, 2019</u>	Current Assets		Chequing/Savings		1-100 · Servus CU - chequing	226,142.18	1-105 · Servus CU - shares acct	1.27	1-115 · Servus GIC - Long Term Planning	68,435.57	1-120 · Petty Cash	250.00	1-125 · Till	100.00	1-126 · Servus Rewards	<u>93.00</u>	Total Chequing/Savings	295,022.02	Check options for reimbursement	Caroline	
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<p>Discussion on child care coverage for Board members. At this point child care expenses will not be covered.</p> <p>Kathy moved that we take out a short-term investment certificate in the amount of \$30,000 on the understanding that it is readily accessible if needed to cover grant delays. Seconded by Julie. Carried.</p> <p>Kathy moved that we add to our long term planning the sum of \$20,000. Seconded by Julie. Carried.</p>			
<p>8. Director's report: Caroline</p> <p>a) staff issues – Discussion concerning marketing position's leave of absence.</p> <p>b) Polaris change-over - Citrix closes March 8 and Polaris goes live March 14. Patrons will be asked to keep books until after March 14. Books that are returned during that week will need to be stored until after Polaris is live.</p> <p>c) Megan recommended that our grant applications to the town for our specific grants be applied for through FOSSL.</p> <p>c) Lease update - in process. Megan will follow up with Ron Lebsack.</p> <p>d). Annual report to Alberta Municipal Affairs is ready. Jennifer moved to accept with amendments. Carried.</p>	<p>Transfer and storage of books Shelving books</p> <p>check on status of lease</p>	<p>Julie Deb</p> <p>Megan</p>	
<p>9. Open issues:</p> <p>a) Policy</p> <p>i. Personnel Policy update - Karen reported that the final draft will be available after staff input. Surveys on director's evaluation for staff and board members are ready. Discussion concerning using dedicated Board emails. This is most important for the Board Chair. Caroline will check with Parkland.</p>	<p>Check with PRL re setting up chair email.</p>	<p>Caroline</p>	

<p>Megan will suggest at PRL meeting that this be done for all the libraries in the region.</p>	<p>Check with PRL re chair emails for all libraries.</p>	<p>Megan</p>	
<p>ii. Director's evaluation - Karen will meet with Caroline this month.</p>			
<p>iii. Occupational Health and Safety Committee update - Deb and Julie attended a staff meeting to discuss hazard assessment. This should be reviewed quarterly. Suggestion that Caroline appoint Jeri to be in charge of this.</p>			
<p>Discussion of safety precautions when working alone.</p>	<p>Look into use of apps.</p>	<p>Caroline</p>	
<p>Caroline checked into testing panic buttons. This is only to be done by the security company.</p>			
<p>iv. Emergency procedures/Muster point update - Julie has contacted the Dairy Queen. The muster sign can be put up on the chain link fence. Deb has contacted the Presbyterian Church and our request will be brought up at their next board meeting. Caroline will get prices for having the muster signs made.</p>	<p>Find price for making Muster signs</p>	<p>Caroline</p>	
<p>Julie suggested usage labels for fire extinguishers and will check prices.</p>	<p>Find price for labels</p>	<p>Julie</p>	
<p>Deb suggested we obtain a training kit for fire extinguisher use.</p>	<p>Check into kits</p>	<p>Deb</p>	
<p>Evacuation maps should be at every exit.</p>	<p>Post evacuation routes.</p>	<p>Caroline</p>	
<p>Fire drill procedure is being updated. It will be posted in the staff room, Caroline's office, and the program room.</p>	<p>Add Board comments</p>	<p>Julie</p>	<p>Put into use at March meeting</p>
<p>Discussion about putting AED's in the library - Megan will check Municipal policy on AED's in town</p>		<p>Megan</p>	

<p>buildings.</p> <p>Discussion concerning Oath of Confidentiality – Julie</p> <p>v. Policy List - Mareen - Discussion concerning re-titling the policies. Consensus is to keep the names as they are for now, and to combine the policies when reasonable to do so.</p> <p>vi. FOIP – Mareen - discussion to clarify some points of new FOIP policy.</p> <p>vii. Scent-free options - Jennifer introduced 5 options which are in use by other libraries in the province. Consensus is to adopt a general policy to be in place if needed, but only in extreme cases. To be included in Personnel Policy.</p> <p>viii. Board governance - Deb - Our policy needs to align with that of the town. Megan will check with the town regarding updating bylaw 777-80.</p> <p>ix. Visitor/guest policy - Deb - in process.</p> <p>b) Boot racks - 4 shelves installed will cost @\$1500. Caroline will check into the possibility of a smaller shelving unit and other possible solutions for both front and back.</p> <p>c)) Jasper Conference - Kathy Inglis will be our second delegate.</p>	<p>Check municipal policy</p> <p>Add Board comments</p> <p>Complete policy</p> <p>Check with town</p> <p>Draft guest policy</p> <p>Check shelving</p>	<p>Julie</p> <p>Mareen</p> <p>Megan</p> <p>Deb</p> <p>Caroline</p>	<p>Put into use at March meeting</p>
<p>10. New Items: Programming Plan/Goals - Caroline – tabled until March.</p>	<p>Develop plan</p>	<p>Caroline</p>	<p>March meeting</p>
<p>11. Information and updates: None</p>			

12. Next Board Meeting: March 13, 2019, 6:30 pm			
13. The meeting was adjourned by Deb at 9:26 pm.			

March 13 / 2019
Deb Perry