



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

Wednesday Jan 9, 2019

MEETING MINUTES

TIME: 6:30

MEMBERS PRESENT: MEMBERS PRESENT: Deb Parry, Mareen Redies, Kathy Inglis, Shirley Allen, Caroline Vandriel, Julie Maplethorpe, Karen Baier, Rhonda Hamilton-McPhail, Jennifer Blair, Robert Wiens

REGRETS: Megan Hanson

Minutes Taken By: Shirley Allen		Action to be taken:	By who:	Timeline:
1.	Deb called the meeting to order at 6:30 pm.			
2.	Emergency Procedures - Deb			
3.	Welcome Guests - None			

4. Deb moved the agenda be approved as read. Seconded by Kathy. Carried.			
5. Jennifer moved the minutes of Dec 12, 2018 by approved with amendments. Carried.			
6. Communications – Deb read a letter from a library patron complaining about muddy floors. Kathy suggested a tiered shelf for boots. Caroline will look into this.	Source a shelf for boots	Caroline	
<p>7. Financials</p> <p>a) Treasurer’s report – Kathy</p> <p>Bank Account Balances as of January 7th, 2019:</p> <ul style="list-style-type: none"> - chequing account \$145,503.00 - long-term planning \$68,435.00 <ul style="list-style-type: none"> • Val Schellenberg, our book keeper, Caroline V and Kathy Inglis met to review the various bank charges and whether any changes can or should be made. The answer is not, and no, but to break it down: <p>CAFT – automatic payroll deposits costs \$28.00 per month INTERAC machine costs \$25.00 per month Credit card and Interact use in approximately \$40.00 per month, depending on the number of transactions. Caroline put together a monthly usage summary and it averages to about 4 transactions per day over all three services. It has made some difference in income but more importantly reduced staff time in chasing over-due monies.</p> <ul style="list-style-type: none"> • The overall effect of these charges is that our estimate in the budget for bank service amounts for 2019 is probably low by about \$200. • We will meet again in January when we expect most of the December purchases to be paid to look at the profit/loss statement for the year and to discuss possible additions to our savings program. • Information item: Grant money is occasionally used for honorariums as a way to thank organizations that participate in programs. E.g. Syria weekend events <p>Kathy moved that the financial report be accepted as read. Seconded by Karen. Carried. Kathy moved that Jeri, the Assistant Library Director be paid at the Director’s rate of pay for the duration of Caroline’s time away. Seconded by Robert. Carried.</p> <p>b) Kathy reported on the costs and benefits of the cashless system.</p>			

Mareen J. Owen
Caroline Parry
Kathleen Jones

<p>c) Caroline reported on issues arising from change of bank account. We need to change the name of the account back to SL Municipal Library and to open a saving account in the name of Town of SL Library Board to receive the cheques from the province. Jen moved, Robert seconded. Carried.</p>			
<p>8. Director's Report: The number of visitors is down. The problem with door counters has been fixed. The XOx night was very successful last year and is being planned for Feb 1, 2019. a) Maddie passed probation.</p>			
<p>9. Open Issues a) Policy i) Karen reported that the new Personnel Policy is almost ready for final review. Rhonda moved that we approve \$33 expenditures for Survey Monkey at a date to be decided in February 2019. Kathy seconded. Carried.</p> <p>ii) The Director's evaluation will take place after Caroline gets back.</p> <p>iii) Julie reported for the Occupation Health and Safety Committee. The Working Alone Policy is in progress. Hazzard assessments and controls will be discussed at an upcoming staff meeting. Alarm buttons need to be tested. Caroline will check. Deb has contacted the Presbyterian church to ask if we can use them as a muster point. They would like to use the Library as a muster point as well. Deb will send a letter requesting signage.</p> <p>iv) Oath of Confidentiality - tabled until next meeting</p> <p>v) Mareen and Deb have started work on a Policy Review Calendar. Some policies could be merged to avoid redundancy.</p> <p>vi) FOIP - Mareen – could be combined with the Oath of Confidentiality.</p>	<p>Testing alarm buttons Request signage</p> <p>Present draft</p> <p>Draft calendar</p>	<p>Caroline</p> <p>Deb</p> <p>Julie</p> <p>Mareen, Deb</p>	<p>Feb meeting Feb meeting</p>

<p>10. New Items</p> <p>a) Minister's Award: Two projects are ready to submit.</p> <p> i) Kindness report</p> <p> ii) Librarians' Lunch</p> <p>b) Programming Plan/Goals 2019 tabled until February.</p>			
<p>11. Information and Updates – Caroline reported that the town will be sending an updated cover letter for the lease.</p> <p>Jen reported on Scent Free Policy.</p>			
<p>12. Next Board meeting: Feb 13, 2019 6:30 pm.</p>			
<p>13. Adjournment – Deb adjourned at 8:05 pm.</p>			

Deborah Parry Feb 13/2019