



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

June 26, 2019

MEETING MINUTES

TIME: 6:30 pm

MEMBERS PRESENT: Deb Parry, Mareen Redies, Shirley Allen, Julie Maplethorpe, Rhonda Hamilton, Jennifer Blair, Megan Hanson, Jeri Wolf (6:53 pm).

REGRETS: Kathy Inglis, Robert Wiens

Minutes Taken By: Shirley Allen	Action to be taken:	By who:	Timeline:
1. The meeting was called to order by Deb at 6:31 pm.			
2. Emergency Procedures - Deb			
3. Welcome Guests – Deb - none			

<p>4. Approval of the Agenda – Jennifer moved that the agenda be approved with additions. Carried.</p>			
<p>5. Megan moved we go into camera at 6:35 pm. Jennifer moved that we come out of camera at 6:53 pm. Jeri joined the meeting at 6:53.</p>			
<p>6. Communications – Deb – a) There was an email from Ron Sheppard included in our meeting package. He has offered to join us along with a consultant librarian, Haley Ament, at our next meeting to help us with the hiring process. He also sent a list of things for us to consider while we develop that process. b) There is an email from Ron Lebsack, Director of Emergency Services for the town, stating that there have been no recent issues with the alarm, also that the lighting in the back of the library was checked and found adequate. Deb will follow up on this as there is no lighting there at present. c) Deb has been in touch with Darren Smilar from the town and chosen paint at the Paint Stop to repaint the front door.</p>			
<p>7. Financials – a) Shirley moved that Jeri be reimbursed at level 4 of the Director’s pay grid until a new Director is hired. Seconded by Mareen. Carried. b) Rhonda moved that Jeri be allowed to backfill any necessary positions until a new Director is hired. Julie seconded. Carried.</p>			
<p>8. Open issues – a) Jennifer introduced the Library Director Hiring Procedure which she developed last February. It includes the Director’s Job Description, a draft job posting, an interview matrix, suggested reference questions, and a draft offer letter. Still to be developed are an on-boarding and training process and a draft contract. There was discussion with agreement for some changes to be made: i) Resumes will be reviewed by the whole hiring committee rather than just the Board chair. ii) Up to 5 candidates will be invited for interviews.</p>	Update hiring procedure	Jennifer	

<p>iii) The top short-listed candidates will each be asked to make a presentation to the Board as part of the selection process.</p> <p>iv) The Job Description will be reworded to emphasize building partnerships with surrounding communities and outside organizations. OH&S will also be a priority. There will be a reference to the ability to work alone.</p> <p>v) The phrase 'high emotional intelligence' will be listed under Competencies rather than Education and Experience.</p> <p>vi) The offer letter will be corrected to state: "The position comes with 15 days of vacation and 18 days of personal and family leave."</p> <p>b) Julie moved that a Hiring Committee be formed, consisting of Deb, Jennifer, Mareen and Rhonda. Carried.</p> <p>The Committee will meet shortly with the aim of posting the position within two weeks. Megan suggested that Ron Sheppard be invited to meet with the Hiring Committee rather than the whole Board. This will help the committee move more quickly and also shorten the regular meeting on July 10.</p>			
<p>9. Information and updates – Deb</p> <p>a) Deb has put a hold on rooms at the Jasper Park Hotel for the Alberta Libraries Conference next spring.</p> <p>b) There is a need for confidential paper storage for the Board at the library. Megan has found two cabinets, both well under \$100.00. Rhonda moved that we purchase a 2 drawer, letter-sized filing cabinet for under \$75.00. Jennifer seconded. Carried.</p> <p>c) Jeri will update the library directory.</p> <p>d) Megan suggested that if long meetings become an issue, we could consider a time cut-off time for meetings, as does the Town Council.</p> <p>e) Caroline's library membership will to be changed to regular patron, with the same expiry date.</p> <p>f) Deb will see about changing the Alta membership password.</p>	<p>Purchase filing cabinet</p> <p>Update directory</p> <p>Change membership</p>	<p>Deb</p> <p>Jeri</p> <p>Jeri</p>	

<p>g) The temporary marketing clerk position – Jennifer reported that the hiring committee interviewed the top three candidates, came to consensus, did reference checks, and after one final reference check expect to be ready to offer the candidate the position by the end of next week. She suggested that a review of the duties of the position would be appropriate.</p>			
<p>10. The next Board meeting will be Wednesday July 10 at 6:30 pm.</p>			
<p>11. Deb adjourned the meeting at 8:28 pm.</p>			

*Debparmy
July 10/19*