



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

Nov 13, 2019

MEETING MINUTES

TIME: 6:30 pm

MEMBERS PRESENT: Deb Parry, Kathy Inglis, Shirley Allen, Julie Maplethorpe, Megan Hanson, Robert Wiens, Colleen Fisher, Andrea Newland

REGRETS: Mareen Redies, Rhonda Hamilton, Jennifer Blair

Minutes Taken By: Shirley Allen	Action to be taken:	By who:	Timeline:
1. Deb called the meeting to order at 6:31 pm.			
2. Emergency Procedures - Deb			
3. Deb introduced Colleen Fisher, our new Board member.			

<p>4. Kathy moved the agenda be approved as amended. Carried.</p>			
<p>5. Megan moved the minutes of Oct 9, 2019 be approved as read. Carried.</p>			
<p>6. Communications – Deb has already forwarded to Board members the following emails: a) from the Public Services Branch concerning the Red Tape Reduction Program. b) from the Parkland Regional Library announcing a webinar titled Advocating to your Municipal Council. c) from ALTA with their 2019 Fall Report.</p>			
<p>7. Financials – a) Treasurer’s Report – Kathy - Daily Banking and Savings \$181,181.82 - GIC-1 year redeemable 89,828.84 - The quarterly deposit from the town was \$103,026.60 - The Summer Student Grant from the Govt of Canada was for \$4,690.00 - The gift from FOSSL towards the purchase of the AED machine was \$436.86 b) Budget- Andrea, Kathy and Deb presented the Library budget for 2020 to the Town Council Tuesday Nov 12 and it was approved.</p>			
<p>8. Director’s Report – - Ron Sheppard is willing to come to Sylvan Lake and do trustee training for any Board members who are interested. If we suggest a date, Andrea will contact Ron Sheppard and make the arrangements. - Jeri and Andrea have reviewed benefit providers and found we can save \$5,000 by switching from Encon to Great West Life. Andrea can go ahead and sign with Great West Life. - There have been changes to the physical layout of the children’s area to allow better access. - Andrea has responded to the Red Tape survey. - Andrea questioned whether she needs to clear her accumulated holiday days before January 1 or whether they roll over into 2020. Consensus is that either option is viable. The wording in</p>	<p>Sign with Great West Life</p>	<p>Andrea</p>	

<p>the Personnel Policy is not clear and will be addressed when the Policy is reviewed in the new year.</p> <ul style="list-style-type: none"> a) Programming update - At Andrea's suggestion, the Library will charge a \$5.00 admittance fee for the XOX program in February to help offset costs. b) Marketing update - Andrea will be meeting with Shanna tomorrow to discuss the Marketing role and will also explore with Shanna some ways to keep her hours within the limits set in her contract. c) Andrea will be working on updating the Circulation Policy. d) Christmas closure - The Library will be closed Christmas Eve and New Year's Eve. 	Update Circulation Policy	Andrea	
<p>9. Open issues –</p> <ul style="list-style-type: none"> a) Drop box - Jennifer -tabled until the December meeting. b) Complaint protocol/ procedure - Andrea will handle complaints. c) Hedge and Grant - The hedge in the park east of the Library building is planted and paid for. d) Policy - <ul style="list-style-type: none"> i) Communications Policy - Discussion resulted in a few wording changes and a change to disallow visitors' participation in meetings. ii) Occupational Health and Safety updates - Julie has been working on putting documents into the ASYL Style Sheet format. She will meet with Andrea to go over the Safety Program. iii) Board Governance Policy - Discussion resulted in a few wording changes for clarification. e) Jasper Conference - The rooms are already booked. This year just one Staff member and one Board member will attend. Andrea will be the Staff member. There was a draw among Board members with Shirley's name drawn to attend the Conference. Robert will be the alternate. f) 100 Women - There is a 100 Women Who Care meeting this Monday November 18. Jennifer will be presenting on behalf of the Library. g) Election of new Executive – The present Executive will continue for another year: Chair-Deb Parry, Vice-chair Maren Redies, Treasurer Kathy Ingles, and Secretary Shirley Allen. 	<p>Changes to Communication policy</p> <p>Changes to Board Governance Policy</p>	<p>Deb</p> <p>Deb</p>	

10. New items – Deb questioned if it would benefit the Library to have a Board member present at the Town Council meetings. Megan replied that this is not necessary although a mid-year report would be useful to keep the council updated. Megan will help Andrea coordinate this.			
11. Information and Updates – Deb reminded us that the Plan of Service and Strategic Plan are due in 2020.			
12. Next Board meeting – Dec 11, 2019, 6:30 pm.			
13. Deb adjourned the meeting at 8:13 pm.			

Deb Parry
Dec 11/19