

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

Oct 9, 2019

MEETING MINUTES

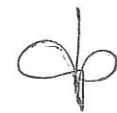
TIME: 6:30 pm

MEMBERS PRESENT: Mareen Redies, Kathy Inglis, Shirley Allen, Julie Maplethorpe, Rhonda Hamilton, Megan Hanson, Jeri Wolf

REGRETS: Deb Parry, Robert Wiens, Jennifer Blair

Minutes Taken By: Shirley Allen	Action to be taken:	By who:	Timeline:
1. Mareen called the meeting to order at 6:36 p.m. 2.			
3. Emergency Procedures - Mareen			
4. Welcome Guests – Mareen - none			
5. Approval of the Agenda – Shirley moved that the agenda be adopted as read. Carried.			

<p>6. Rhonda moved the minutes of September 11, 2019 be approved as amended. Carried.</p>			
<p>7. Communications – Mareen. There was no correspondence. Mareen thanked Jeri for stepping in and serving so capably as interim Director for the last few months.</p>			
<p>8. Financials – Kathy/Rhonda</p> <p>a) Current balances: Business plan chequing \$114,894.11 Long-term investment 89,828.84</p> <p>b) We are well ahead of our budgeted amounts for the present year. If the pending government budget results in a cut to our remaining grant, we will be able to absorb the shortfall.</p> <p>c) The 2020 Budget Plan for presentation to council is in progress.</p> <p>d) Kathy moved that regarding expenses for the office and staff room reconfigurations, line 5-250 in the budget be used first and that the board approve the setting aside of a maximum of \$2000 if needed to complete the renovation. Rhonda seconded. Carried. The Director or Acting Director also has access to \$500.00 per year for discretionary spending.</p> <p>e) The Community Spirit Grant of \$8,000.00 came in. The project cost \$7684.89 so \$395.11 will be returned to the town.</p>			
<p>9. Acting Director’s Report – Jeri</p> <p>On October 30 there will be a Meet n’ Greet for Andrea Newland, the new Library Director. Some email invitations will be sent out. Julie suggested invitations be sent to the Summer Village Councilors. Blaine Calkins should also receive an invitation. Megan suggested RSVP for some invitees.</p>			



<p>The Employer and Employee Declaration Form for Alecia for her summer work placement has now been submitted and so payment should be forthcoming.</p> <p>Shanna Doupe, our temporary Social Media Marketing Clerk, has reported she is struggling to do her job within the 12 hours per week hours allowed. She will monitor her hours over the next while and if time continues to be a problem she will report to Andrea.</p> <p>Part-time employees of the Library have no sick-time benefits and this can create a financial hardship when they have to take extended time off for family illness. Mareen suggested we could develop a sick leave pool whereby people can donate unused sick-time hours that could be used by part-time staff. Megan suggested we could adopt a policy that part-time staff could accumulate one sick day for every 120 hours of work. Consensus is that this can be followed up in more detail in the new year.</p> <p>The Library staff room and office renovations will hopefully be completed this weekend. Help would be appreciated, Saturday and Sunday 5-7 and furniture moving all day Monday.</p>			
<p>10. Open Issues</p> <ul style="list-style-type: none"> a) Our new Library Director, Andrea Newland, will start Oct 15, 2019. b) Communication Policy (Item D) – There are some questions and suggestions which Mareen will take to Deb for further discussion next month. Staff should be discouraged from using their personal accounts to deal with Library business. c) Hedge & grant – discussed under Financials d) Drop box discussion – tabled until November e) Town Building smoking update – Megan 			

<p>The town has changed their graphics to include the library and sent it to the library to post as required. Staff still need to check regularly and to remind people not to smoke in or in front of the Library.</p> <p>f) Policy</p> <p>i) Policy Schedule – Mareen Jeri, Deb and Mareen met to deal with this. There is a problem with duplicated, outdated and unfinished policies. Andrea will need to address this issue in the coming weeks.</p> <p>ii) Occupational Health and Safety Committee Updates – Julie has been editing documents to comply with library formatting.</p> <p>g) PRL conference follow-up - Julie, Rhonda and Jeri reported on the Parkland Regional Conference. Julie noted that it was brought up that it is the Town Council’s duty to appoint and unappoint Board members. This item needs to be added to our Operational Procedure - Board Governance Policy.</p>			
<p>11. New Items</p> <p>a) Complaint protocol/procedures – tabled until November</p>			
<p>12. Information and Updates – Mareen We recently received an email from the provincial government inviting us to participate in their Red Tape Reduction project. One suggestion is that the process of applying for grants could be simplified. We will refer this question to Andrea.</p> <p>13. Next Board Meeting: November 13, 2019, 6:30 pm.</p> <p>13. Mareen adjourned the meeting at 8:41 pm.</p>			

*Deb Parnell
Oct 9/19*