



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

Sept 11, 2019

MEETING MINUTES

TIME: 6:00 pm

MEMBERS PRESENT: Deb Parry, Mareen Redies, Kathy Inglis, Julie Maplethorpe, Jennifer Blair, Megan Hanson, Robert Wiens (6:22pm), Jeri Wolf

REGRETS: Rhonda Hamilton, Shirley Allen

Minutes Taken By: Mareen Redies	Action to be taken:	By who:	Timeline:
1. The meeting was called to order by Deb at 6:07 pm.			
2. Emergency Procedures - Deb			
3. Welcome guests - Deb introduced Shanna Doupe, Marketing Consultant for Sylvan Lake Municipal Library			

<p>4. Jennifer moved the agenda be accepted with additions. Carried</p>			
<p>5. Julie moved the minutes of July 10, 2019 be approved as read. Carried.</p>			
<p>6. Communications - Deb Physical copies of the full Board Packages will be kept in the board binders at the Library. There was a letter from the government along with the provincial funding we received. Crosswalk has been vandalized and it is being repainted. We have been told that The Town of Sylvan Lake is currently working on a policy for infrastructure to manage requests for art installations. We will be advertising Alberta Culture Days Bannock Brunch for Sunday Sept 29th 1:30 – 3pm and participants will need to register for the event.</p>			
<p>7. Financials - Kathy <i>Current Balances</i> The Town of Sylvan Lake Library Board Account – \$1.00 Provincial Government deposit of ½ of our expected amount was deposited in August and moved to Chequing in August by transfer slip signed by Mareen and Kathy \$39,710.00 Money from the counties through Parkland Regional Library – again we received, at this point, ½ of our expected deposit. \$8, 993.78 was deposited directly into Chequing.</p> <p>Sylvan Lake Municipal Library Account– GIC 1 Year Term \$89, 828.84 Business Plan Chequing \$143, 857.66</p> <p>The Town of Sylvan Lake Library Board account is the special account we set up for the sole purpose of receiving our Provincial Grant money. Caroline Vandriel’s name is still on this account. Kathy moves that Caroline’s name be taken off this account and our current Library Director, be named as the Administrator of this account with on-line access to print statements. Jennifer seconded. Carried.</p>			

<p>Kathy moves that Rhonda Hamilton-McPhail and Kathleen Inglis be named as having on-line business viewing access. Robert seconded. Carried.</p> <p>Kathy moves that our current Library Director, be named as the Administrator of our regular business account, called Sylvan Lake Municipal Library. Megan seconded. Carried.</p> <p>The other signers on this account are Deborah Parry, Shirley Allen, Mareen Redies and Kathleen Inglis. Kathleen and Rhonda will continue to have business viewing access. The attestation to these changes is to be made by two non-signers of the accounts on a copy of the minutes of this meeting.</p> <p>Current extraordinary bills that need to be paid: Deb Parry for the deposit on the rooms for the Jasper Park Lodge for April 2020 = \$1088.08 Deb Parry for the Director's Position advertising BC Library Association = \$55.00 Hedge construction by Blue Grass for the green space to be paid from Gardening Grant = \$3870 + GST Kathy moves that all three bills above be paid. Jennifer seconded. Carried.</p>			
<p>8. Acting Director's Report - Jeri In addition to the information on the Director's Report, the crosswalk vandalism was reported to the RCMP and the Library is buying breakfast for the upcoming staff meeting.</p>			
<p>9. Open Issues</p> <p>a) Hiring committee report – A new library director ^{DR} has been selected.</p> <p>b) Personnel Policy Review – Deb moves that we change the Personnel Policy to state that the Director's probationary period will be 1 year but their employment benefits will start after 3 months. Robert seconded. Carried.</p> <p>c) Drop Box – Jennifer</p>	<p>Personnel Policy changed</p>	<p>Deb</p>	<p>October</p>

Once the Director begins they may provide a different solution for distributing and managing Board records. A decision on whether to move forward with this will be tabled for now.

d) Hedge & grant – Hedge construction by Blue Grass for the green space will be paid from the Gardening Grant.

e) Policy

i. Rescinding old policies that are now part of new Personnel Policy (Item D) – Mareen
Mareen moves that we rescind the following policies, since the contents of these are replicated in the Personnel Policy: Staff Evaluation (2005), Management Personnel Policy, Personnel Policy (2016), Personnel Policy: Violence and Harassment (2016), Working Alone Policy (2015), and Employee Dress Code (2009). Julie seconded. Carried.

ii. Occupational Health and Safety Committee Updates (Item E) – Julie

In addition to the OH&S update in the Sept Board package, Julie is going to find biohazard disposal bags for the first aid kits. One fire extinguisher will be placed in the library program room at no cost. An OH&S binder is also being ordered.

Julie moves that we accept the updated fire drill procedure and rescind the old one. Carried.

Julie moves that we pass the Emergency Lockdown procedure as presented. Carried

iii. Communication Policy (Item F) - Deb

The policy is currently a work in progress and all comments and additions to this should be sent to Deb to move the policy forward.

iv. Board Governance Policy (Item G) – Mareen

Mareen moves that we accept the Board Governance Policy as amended. Julie Seconded. Carried.

f) Jasper conference – Exploring the possibility of using the Marigold bus for transportation and sending only one staff member and the Director.

g) 100 Women – Kathy, Jennifer, Jeri

The Library was not chosen.			
10. New items Complaint protocol/procedures – Deb Going to create consistency with who responds to complaints, this will be in the Communication Policy.			
11. Information and updates PRL Conference September 23rd 9am – 4pm / carpooling Board Basics Training Filing cabinet for Board has been bought			
12. The next Board meeting will be 6:30 pm Oct 9, 2019.			
13. Deb adjourned the meeting at 8:07 pm.			

