



Sylvan Lake Municipal Library Regular Monthly Meeting
Program Room
Wednesday, September 12, 2018

MEETING MINUTES

TIME: 7:01PM

MEMBERS PRESENT: Julie Maplethorpe, Kathy Inglis, Caroline Vandriel, Deb Parry, Karen Baier, Mareen Redies, Shirley Allen, Teresa Rilling, Rhonda Hamilton-McPhail

REGRETS: Starla Fifield

Minutes Taken By: Deb Parry	Action to be taken:	By who:	Timeline:
1. Call to order: by Mareen Redies			
2. Emergency procedures			
3. Welcome guests			
4. Approval of agenda: With changes to Agenda Item # 5 to July 25, 2018. Karen, carried.			
5. Approval of the Minutes of July 25, 2018: Kathy, carried			

<p>6. Board nominations & elections: Kathy will stay on as Treasurer for another 3-year term but belongs to three other groups for major fundraisers and will not commit to more fundraising. By acclamation: Kathy for Treasurer Nominations for Chair: Deb; Unanimous. Nominations for Secretary: Shirley; Unanimous. Rhonda will volunteer for fundraising committee. Moved by Kathy Inglis, seconded by Teresa Rilling that Kathy Inglis, Deb Parry, Shirley Allen, Caroline Vandriel and Mareen Redies will be the signing authorities at the Servus Credit Union.</p>	<p>After the October Board meeting, signing authorities to be changed at Servus Credit Union.</p>	<p>Kathy, Deb, Caroline, Mareen, Shirley</p>	
<p>7. Financials: a. Treasurer's financial report to July 31, 2018</p> <ul style="list-style-type: none"> • Chequing Account \$206,230.41 • Investment Account \$68,435.57 • Accrued Interest \$726.73 • Discussion on Program spending numbers: There are some numbers on the sheets that are not adding up properly. Numbers are possibly in wrong places. Bank fees have gone up because of the debit machine but we see this as a service/convenience. Hopefully it will break even over time. • Kathy moves that her report is accepted as presented. Rhonda. Carried. <p>b. 2018 Amortization/Capital costs: Essentially what the auditor needs to see is the depreciation. Once items are depreciated to '0', items are included on the inventory list. Julie questioned some items – 'question mark' symbols. Caroline to change symbols and put a key description on the bottom of the page. Julie moves that this is accepted with above changes. Karen, carried.</p> <p>c. 2019 wage grid: The change would be for 2020 and a COLA increase from 1% to 2% as per what The Town of Sylvan Lake is paying their employees. Karen questions the full-time increase. On the Personnel Policy it is 36 months and on this presented wage grid is 48 months. Changes need to be made in the Staff Personnel Policy to align with the wage grid. Caroline will present this at the next staff meeting. Kathy questions if we were not to receive full grant money, would we still follow the grid. The grant is what we would follow (our trump card). Kathy moves that we approve the draft wage grid, with *Future COLA is what is anticipated, but not final. Shirley, carried.</p>	<p>Caroline will look into discrepancies on numbers.</p> <p>Caroline to make the mentioned changes to document.</p> <p>Caroline to make changes re: wage grid 36 months to 48 months</p>		

<p>d. 2019 budget: This is a draft document, and is preliminary – needing to be kept under wraps. We are just in the review process with this right now. Budget deliberations start with the Town in November. The budget is about as low as it can go. Kathy says the 4-100 Interest Income will be higher because of our savings account. 4-560 Exam proctor fees could be raised to \$25 from \$15. We will have to change the policy. This will put us more in line with other library exam fees. Program room could be ‘by donation’ instead of ‘free’ to non-profit groups. The Policy Room Waiver will need changed.</p> <p>e. Budget presentation to council: This document has been changed significantly from last year; this change was requested by The Town of Sylvan Lake. Stats will change. Teresa suggests that we show changes from last year’s stats. Council also asks that we show what Parkland Regional is asking. Parkland’s budget is at a different schedule but Caroline was able to dig into some more current info. This portion will be more of an estimate/guess than the correct numbers. We are anticipating being up 9% in memberships. Kathy wants the grant total accurately presented. Positive comments on the presentation thus far. Teresa wants colours on graphs to be significantly different. Make the fonts bigger and get rid of the side bar. Change all graphs to box graphs on the document. Page numbers need to be on all documents moving forward.</p>	<p>Caroline to make changes to the program room policy from no charge for use to donation for use. Also changing exam proctor fees increase.</p> <p>Caroline will keep working on the budget document as well as adding the suggested changes</p>		
<p>8. Director’s report: Computer use seems to be down. Visitors numbers are up but still down from last year. Questions about the door counter being correct vs. the numbers from the last door counter. Circulation numbers are up. There is an increased use in the Library’s laptops. Program numbers are still down since Parent Link moved into town. Teen program numbers are up! Anthony Henday is starting a new ESL program on Saturdays in the Library for new people in town. All the staff is attending the PRL conference. Most of the Board members are attending. Julie will present The Safety Data Sheets Binder at the staff meeting on September 17th. Deb is unable to attend. The Photography Show in August was a huge success. Well done.</p>			
<p>9. Open issues:</p> <p>a. Policy</p> <p>I. Management/Personnel Policy Update: Still working on it and making progress. Two meetings since July 25th meeting. Trying to combine three policies into this one. Still have a couple of meetings to go to ensure it is done right. It will be</p>			

<p>brought back to The Board for discussion and input before it is finished. Big thanks to this committee for their long hours and diligent work. The one outstanding issue is the evaluation for the Director. Caroline says that she has gone on 'List Serve' and all libraries that are not unionized, the Librarians/Directors have a 'Letter of Offer' not a contract. The letter is as legal as a contract. Should the policy have a statement regarding the 'Letter of Offer'? There has to be a connection between the two. The Letter of Offer has to refer to the policy (trump card). The blank form of the letter should be attached to the policy as a document. For new Board members it may be a good idea to create a common binder with the policies for them for their orientation to the Board. No extra binders but an update of the one in the library.</p> <p>II. Health & Safety: Julie described the process that she and Deb want to pull this safety manual and policy together. She went over what has happened to date and explained the steps. The Library needs a Safety Statement. The first section is done. A Lockdown procedure needs to be done ASAP. Julie will look into this and the script for a phone threat.</p> <p>III. Board Code of Ethics: Pulled from other policies in other libraries. Kathy moves that we table this discussion to our October meeting. Carried</p> <p>IV. Program room policy – off the agenda</p> <p>V. Where we are at in terms of finishing Policy Binder: Caroline has been working though this diligently and has some points to still deal with and review. Realigning some of this with current legislation. Safety and Use Bylaw is out of date and is more directed at patrons – does not apply to Safety Binder.</p> <p>b. Naloxone update: Julie updated us with information through The Summer Villages CAO. From the Summer Villages perspective, their position would be not to have the library administer Naloxone. The Town is still looking into this. There is a huge liability for everyone and anyone involved. Kathy suggests that we have a blanket on site at least. Julie says we will have a basic first aid kit ready for anyone in distress until help (ambulance/police) arrives and that the Safety Binder will address this. Reminders that the Board (members) is accountable and liable for financial, ethical and moral decisions. This is off the agenda until the Town moves forward on this and then more discussion will follow.</p>	<p>Continued work on personnel policy by committee members.</p> <p>More work to be followed through with.</p> <p>Tabled</p> <p>More work to be followed through with.</p>	<p>Karen, Mareen, Shirley, Caroline</p> <p>Julie, Deb</p> <p>Caroline</p>	<p>Updates at October Board meeting</p> <p>Updates at October Board Meeting</p> <p>Completi on or updates at October Board Meeting.</p>
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<p>10. Information & updates</p> <p>a. Current lease agreement with the Town of Sylvan Lake: expired in 2017 which we were not aware of. As long as the Library and The Town of Sylvan Lake are happy with the current lease agreement, it stands as a legal document. It would be nice if they sent the bill on an annual basis instead of every four years. \$4.00!!</p> <p>b. Caroline's meeting with Town of Sylvan Lake CAO Wally Farris: Caroline met with Wally; he was a bit more positive about the Library and The Library Board approaching The County of Red Deer for more money. Kathy suggests that there should be some collaboration with other libraries in the County regarding this. Wally is going to look into this to make certain there isn't a conflict with the Town of Sylvan Lake for this to go ahead.</p> <p>c. My timesheets and exceptions: This came up in a result of a review of the policy. Karen suggests that there could be review of the timesheets and exception sheets with the Board Chair a certain amount of times in a year. A motion will be made on this when the Personnel Policy is brought back to The Board. Mareen will create a new timesheet with the exceptions on it.</p>	<p>Caroline to contact other libraries in County of Red Deer re: collaboration on funding requests. Also, to get back to Wally on conflict, if any.</p>	<p>Caroline</p> <p>Mareen to work on time-sheet changes</p>	<p>Update at October Board meeting.</p>
<p>11. New items:</p> <p>Deb: Stat holidays this year. Nov 11 falls on a Sunday – only closed that day? What happened with decisions not made/follow-up after the trial suggestion for closing the library for the whole Easter weekend vs. Good Friday and Easter Sunday in 2017? This trial was not successful so is dropped for future Easter closures.</p> <p>Library Boards fundraising: Thanks to Teresa's statement last meeting about legacies, what do other Boards do? What are we willing to do that will carry forward to future directors and Board members? Buy-in by a spokesperson and/or business to spearhead? FOSLL Just thoughts.....</p> <p>How do we get on the Town of Sylvan Lake's radar so that we are not 10 years off for expansion? Teresa?</p> <p>Teresa – volunteer forms? Some of the Board members were sent new volunteer and application forms. Library Board is not listed on it. Board members attending the Volunteer Appreciation at the Library, they did not get the new volunteer form; the mailed-out certificates were sent with the applications. The Boards Code of Ethics covers Board Members, no forms necessary for members to fill out.</p>	<p>Working on Stat holiday schedules for remaining 2018 & for 2019 Fundraising ideas to mull over. Teresa to keep library in Town's radar.</p>	<p>Caroline & Jeri</p> <p>Rhonda volunteered to head up fund raising, with all Board member working on ideas</p>	<p>By year end (2018 & for 2019</p> <p>No timeline, just mulling over ideas.</p>

<p>Julie: Tree planting with the Town. Julie gave us a run-down on this process. We could not be part of it this year but possibly next year. September 26th, on Hagerman Road. School programs will be helping out. Not any members available this year to help out.</p> <p>Board members missing meetings: This is referencing Starla. Regrets from Board members should be sent to each Board member as well as Caroline in future. A master copy of a thank you letter will be drafted. One to be sent to Dwayne. Shirley and Deb will work on this.</p>	<p>Caroline will speak to Starla re: her commitment to Board. Shirley and Deb will work on a 'thank you' letter for retiring Board members.</p>	<p>and sharing.</p>	
<p>12. Next Board meeting: October 10 November Board meeting is scheduled for Nov 14th, it could be re-scheduled.</p>			<p>Date set at October meeting.</p>
<p>13. Adjournment: 9:56 PM Good work everyone!</p>			