



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

March 13, 2019

**MEETING MINUTES**

TIME: 6:30 pm

**MEMBERS PRESENT:** Deb Parry, Mareen Redies, Kathy Inglis, Shirley Allen, Caroline Vandriel, Julie Maplethorpe, Megan Hanson (arrived at 7:00 pm), Robert Wiens

**REGRETS:** Karen Baier, Jennifer Blair, Rhonda Hamilton-McPhail

Minutes Taken By: Shirley Allen	Action to be taken:	By who:	Timeline:
1. Deb called the meeting to order at 6:33 pm.			
2. Emergency procedures: Deb			
3. Welcome guests: Deb. Megan Roth of Sylvan Lake News arrived at 6:58			

<p>4. Kathy moved the agenda be approved as read. Seconded by Robert. Carried.</p>							
<p>5. Robert moved the minutes of February 13, 2019 meeting be approved as amended. Carried.</p>							
<p>6. Communications: None</p>							
<p>7. Financials</p> <p>a. Treasurer's report: Kathy - as of March 12, 2019</p> <p>The process of going ahead with two Library bank accounts is now being handled by SERVUS as all signatures have been completed. We have one account for our provincial deposit and one for all other banking.</p> <p>Kathy moved that the \$93.00 in SERVUS reward money be moved to Chequing and included in our long-term savings GIC, which will be taken out in MARCH. At the same time we will take out our short term saving's GIC for \$30,000. Seconded by Julie. Carried.</p> <p>Going forward, the renewal dates will need to be put on Director's and Treasurer's calendars to try and forestall loss of interest because the credit union's policy is that amounts are transferred automatically back into checking.</p> <p>b. Discussion on board directed purchases.</p> <p>On occasion the SLM Library Board chooses to support a purchase that is not part of regular library expenditures, e.g. Sharp's containers, boot racks etc that are not a budget item. Kathy moved that purchases directed by the Board and quoted at under \$500.00 be at the Director's discretion. Purchases over \$500.00 would require 3 written quotes (if appropriate) and Board approval. Seconded by Shirley. Carried.</p> <p>c. Bank account status.</p> <table data-bbox="310 1224 747 1284"> <tr> <td>Chequing balance</td> <td>\$242,883.09</td> </tr> <tr> <td>Servus Rewards for 2018</td> <td>\$93.00</td> </tr> </table>	Chequing balance	\$242,883.09	Servus Rewards for 2018	\$93.00			
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<p>The working alone policy will be ready after some wording changes.</p> <p>Julie and Deb will be meeting with Morton Safety Services to review our safety program. Morton's is willing to come to do WHIMIS 2015 and GHS training. The total cost for 12 employees would be \$419.37. Each staff would open a portal and write an exam to receive a certificate which would be good for 3 years. Caroline affirmed the cost could come from money allocated to training and asked Julie to follow through</p> <p>We have 3 quotes for Muster Point signs. Caroline will call Sir Lancelot to see if he can make reflective signs and will then make the choice.</p> <p>iv) FOIP – Mareen advised that the FOIP Policy is ready. She moved that we accept the policy with changes. Robert seconded. Carried.</p> <p>v) Scent free policy – Jennifer/Deb. Consensus is to add the wording to the Personnel Policy and also to the Behaviour in the Library Policy.</p> <p>vi) Town of Sylvan Lakes Library by-laws – Deb has brought this to the Town Council's attention and the by-laws will be reviewed by Council in 2019.</p> <p>b. Boot rack update – Caroline - We have purchased plastic wipeable movable adjustable racks from Bed, Bath and Beyond and staff will install them in the near future.</p> <p>c. AED update – Megan reported that most of the town facilities have AED's but they do not supply them. Consensus is to ask FOSSL to purchase.</p> <p>d. Building lease update – Deb reported that the lease is at the lawyers and we will have it shortly.</p>	<p>Arrange meeting with Morton Safety Services</p> <p>Order Muster Point signs</p> <p>Request FOSSL to purchase an AED.</p>	<p>Julie</p> <p>Caroline</p> <p>Caroline</p>	
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<p>e. Programming Plan/Goals 2019 – Caroline.</p> <p>The goals are outlined in a document tabled from last meeting.</p> <p>Art attack had to be cancelled as the Sylvan Lake Rec and Culture Grant denied our request. This may have been better received if the request had been submitted by FOSSL.</p> <p>Caroline is looking into other avenues for funding. Discussion followed concerning other sources of grant money, such as Nova or other businesses.</p> <p>Mareen suggested a wish list for specific items could be put on the Library website, facebook, even printed on bookmarks.</p> <p>Planning goals: Mareen suggested that the Library plan some weekend events for working parents. At present this could not be covered by available staff but could be a budget item for next year.</p>			
<p>10. New items: Mareen has heard that staff reads the Board minutes. She suggested the Director add to her report a section describing the programs in detail with photos. Kathy suggested that each month one staff could be highlighted talking about a program with which they were involved. This would be part of the Board minutes and so on the Library website.</p>	<p>Develop program highlight</p>	<p>Caroline</p>	
<p>11. Information and Updates: Deb</p> <p>The Board Governance workshop is this weekend. Robert, Kathy Karen are going.</p> <p>The Volunteer Gala is coming up April 13, reminder to RSVP.</p>			
<p>12. Next Board Meeting: April 10, 2019, 6:30 pm</p>			

13. Deb adjourned the meeting at 8:17 pm.			
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*Deborah Parry  
April 10 2019*