



Town of Sylvan Lake Library Board
Regular Monthly Meeting, Children's Area

Date: Aug 5, 2020

MEETING MINUTES

TIME: 6:30 p.m.

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

REGRETS:

	Action to be taken:	By whom:	Timeline:
1. Deb called the meeting to order at 6:31 p.m.			
2. Kathy moved the agenda be approved with additions. Robert seconded. Carried.			

<p>3. Colleen moved the minutes of June 10, 2010 be approved as amended. Carried.</p>									
<p>4. Communications – Deb has forwarded numerous emails form PRL, PLSB and ALTA.</p>									
<p>5. Financials</p> <p>a) Treasurer’s report – Kathy, Colleen</p> <table data-bbox="205 440 1150 540"> <tr> <td>Sylvan Lake Municipal Library</td> <td>\$155,697.30</td> </tr> <tr> <td>Non-Registered Investments</td> <td>131,894.90</td> </tr> <tr> <td>Town of Sylvan Lake Library Board Daily Banking and Savings</td> <td>81,432.12</td> </tr> </table> <p>Kathy moved the Treasurer’s report be accepted as submitted. Shirley seconded. Carried.</p> <p>b) The Youth Write Fundraiser money was not able to be used for a summer camp in 2020. Kathy moved that the money (\$995) be held in reserve for next year in hopes the Library can sponsor two students to attend this summer camp. Seconded by Robert. Carried.</p>	Sylvan Lake Municipal Library	\$155,697.30	Non-Registered Investments	131,894.90	Town of Sylvan Lake Library Board Daily Banking and Savings	81,432.12			
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<p>6. Director’s Report – Andrea (Item B)</p> <p>The Library Membership Guide has been updated.</p> <p>a) Programmers Update (Item C)</p> <p>On-line Trivia nights have been hugely popular.</p> <p>b) Marketing Update (Item D)</p> <p>Shanna Doupe’s contract has ended but starting August 10, 2020 she will take a position as permanent part-time Marketing Consultant. Chris suggested that Shanna could come to a Board meeting to explain her reports and the trends that they reveal. Shanna will be doing an audit this fall so the October meeting would be appropriate.</p>									

<p>7. Open Items</p> <p>a) Plan of Service Draft – Andrea (Item E) Andrea has re-drafted the Plan of Service to include recommendations from last meeting. With some amendments this document will now be passed on to Shanna for layout and design.</p> <p>b) Communications, Protection Readiness Update – Kathy. Chris (Item F) Kathy and Chris have made a checklist to ensure the continuity of the Library in the event of a crisis. Kathy suggested that the Bookkeeper keep a second back-up drive which would be kept at the Library. Colleen suggested that the Director, Assistant Director and Library Technician should keep a hard copy of Staff and Emergency contact numbers in case their cell phones are not available.</p>	<p>Refer Plan of Service to Shanna</p> <p>Finalize document</p>	<p>Andrea</p> <p>Kathy, Chris</p>	
<p>8. New Items</p> <p>a) The Library will resume regular hours starting September 1, 2020, although it will continue opening early on Tuesdays and Thursdays for Covid-vulnerable patrons.</p>			
<p>9. Policy</p> <p>a) OH&S Update – Julie Julie has been dealing with some computer issues and continues work on the Safety Manual.</p> <p>b) Personnel Policy Review Update – Mareen (Item G) The Personnel Policy Committee submitted an amended Personnel Policy. There was discussion concerning use of Banked Time. Consensus was it will now have to be cleared by the end of the year in which it was accrued. The finalized document will be ready for the October meeting.</p>	<p>Continue work on Safety Manual</p> <p>Finish Personnel Policy</p>	<p>Julie</p> <p>Mareen</p>	<p>October 2020 Meeting</p>



<p>10. Information and Updates – Deb</p> <p>a) ALTA/ AGM Update – Deb, Kathy and Megan attended the virtual ALTA Annual General Meeting on June 13, 2020. ALTA is developing a new website and handbook. Trustee training in the future will be primarily webinar format and there will also be a live chat connection available. ALTA did not receive the usual government grant and they have asked libraries around the province to accept an increased assessment. The SLML assessment will change from \$150 to \$600 annually based on population and area served. Kathy moved that the SLML increase the annual payment to ALTA to \$600.00. Julie seconded. Carried.</p> <p>b) Deb’s goals for next year – There are a number of trustees presently on the Board whose terms are over in October. Deb and Mareen will focus on establishing a list of policies which need to be updated in the coming year.</p>	<p>Make a list of outdated policies</p>	<p>Deb, Mareen</p>	
<p>11. Next Board Meeting – Sept 9, 2020, 6:30 p.m.</p>			
<p>12. Deb adjourned the meeting at 7:55 p.m.</p>			

*Deborah Parny
 Sept 9, 2020*