



Town of Sylvan Lake Library Board  
Regular Monthly Meeting, ZOOM

May 13, 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:**

Minutes Taken By: Shirley Allen	Action to be taken:	By whom:	Timeline:
1. Deb called the meeting to order at 6:33 p.m.  2. Deb welcomed guests: Corrie Brown, Library programmer (left meeting at 7:10), Val Schellenberg, Library bookkeeper (left meeting at 7:48) and Grant Stange, auditor with RSM (left meeting at 7:48).			

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3. Colleen moved the Agenda be approved with amendments. Carried.									
4. Robert moved the minutes of April 8, 2020 be approved as submitted. Carried.									
5. Communications - Deb has forwarded numerous emails from PRL and MAH libraries.									
<p>6. Financials</p> <p>a) Treasurer's report</p> <table data-bbox="220 527 840 641"> <tr> <td>Daily Banking and Savings</td> <td>\$132,593.51</td> </tr> <tr> <td>Non-registered investments</td> <td>131,894.90</td> </tr> <tr> <td>TSLLB account</td> <td>81,381.43</td> </tr> </table> <p>On May 20, 2020 \$39,710.00, the first installment of the 2020-2021 public library operating grant was deposited into the TSLLB account.</p> <p>The final payment from the insurance claim has been received and deposited in the chequing account.</p> <p>Andrea and Kathy have discussed the effects of the closure on the Library budget. There are some savings due to the layoff of part-time employees and to the cleaners working less frequently, as well as from the cancellation of the Jasper conference. However, there will be added expenses when we reopen for PPE equipment and supplies.</p> <p>Val Schellenberg, the bookkeeper, has acted on the federal 10% wage subsidy program. This reduces the amount of payroll deductions that the Library must submit.</p> <p>Colleen Fisher will join Kathy as the Board Finance Committee to monitor financial monthly statements and participate in the Budget discussions that will likely begin in August.</p> <p>Kathy moved the Treasurer's report be accepted. Mareen seconded. Carried.</p>	Daily Banking and Savings	\$132,593.51	Non-registered investments	131,894.90	TSLLB account	81,381.43			
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<p>6. Director's Report – Andrea (Item B) Andrea is working on plans for relaunching. Shields have been installed at the front service desks. Elizabeth has been recalled as of May 21, 2020 to start planning for 2021 programs.</p> <p>a) Programmer's Update - (Item C) Corrie has been in contact with the Sylvan Lake Lodge. Craft bags, audiobooks and CD's were enthusiastically received and more are to follow.</p> <p>b) Crosswalk Proposal - (Item D) Corrie proposed some changes to the rainbow crosswalk so it aligns with the piano crosswalk at the other entrance to the parking lot. She would like to present this proposal to the Town Council. Megan will look into the appropriate application protocol.</p> <p>c) Marketing Update - (Item E) The Library has budgeted to place an ad in Discover Sylvan Lake but publication has been delayed due to the pandemic. The ad could be cancelled for some savings but may be useful even with the late publication. Andrea to decide.</p>	<p>Check with Council re application protocol</p>	<p>Megan</p>	
<p>7. Open Items</p> <p>a) Board Manual update - Deb The information required for the Board Manual is already on the website and just needs to be updated when the Vision Statement and Plan of Service are complete.</p> <p>b) Plan of Service - tabled until the June meeting.</p>			
<p>8. New Items</p> <p>a) Auditor's Report from RSM - Grant Stange from RSM reviewed the Auditor's Report for the 2019 year-end. Kathy moved the Auditor's Report be accepted with amendments. Julie seconded. Carried.</p>			

