



Town of Sylvan Lake Library Board  
Regular Monthly Meeting

November 8th, 2023  
Programming Room

**MEETING MINUTES**

**TIME: 6:30 p.m.**

**MEMBERS PRESENT:** Julie Maplethorpe, Amanda Forbes, Krista Anderson, Carol Moore, Alex Lambert.

**Regrets:** Jas Payne

**Absent:** Wendy Sauvageau

**Staff:** Haley Amendt

**Guests:** None

Note: All minute items labelled with "\*" corresponds to additional information provided in the board meeting agenda package.

	Action to be taken:	By whom:	Timeline:
<b>1. Call to Order and Land Acknowledgment</b> a. The meeting was called to order at: 6:36 pm.			

<p>b. As part of our call to order, we respectfully acknowledge that we are meeting on Treaty 6 territory, traditional lands of First Nations and Métis Peoples. We are grateful for the Knowledge Keepers and Elders who have gone before us.</p> <p><b>1.1. Approval of the Agenda</b> Amanda moved to accept the agenda as amended. Carol seconded, carried.</p> <p><b>1.2. Approval of the Minutes*</b> Krista moved to accept the minutes as presented. Amanda seconded, carried.</p> <p><b>1.3. Board Chair Communication</b> No Board communication to be presented.</p> <p><b>1.4. Motions made via email</b> No motions made via email.</p>			
<p><b>2. Items for Decision</b></p> <p><b>2.1. Organizational Meeting/ Elections.</b></p> <p>a. Board Chair</p> <ul style="list-style-type: none"> <li>● Carol Moore has put her name forward to serve as Board Chair for the Town of Sylvan Lake Library Board. Amanda made a motion to accept Carol as Board Chair and was seconded by Krista, Carried.</li> </ul> <p>b. Secretary</p> <ul style="list-style-type: none"> <li>● Krista Anderson has put her name forward to serve as Secretary for the Town of Sylvan Lake Library Board. A motion was made by Carol and was seconded by Amanda, Carried.</li> </ul> <p>A motion was made by Amanda to remove Brianna Darbyshire as a bank signer and all board and library accounts, and to add Carol as the online administrator</p>			

for accounts. Seconded by Krista, carried.

A motion was made by Amanda to add Carol as a new signer for the bank accounts. Seconded by Krista, carried.

A motion was made by Amanda to add Krista and Carol to the Personnel Committee. Seconded by Carol, carried.

A motion was made by Alex to approve Julie Maplethorpe as a non-voting member of the Town of Sylvan Lake Library Board. Carol seconded, carried.

c. 2024 Board Meeting Dates

The 2024 proposed Board Meeting Dates are approved with the adjustment of the March Board meeting date from March 13th to March 5th.

**2.2. Policies for Decision**

a. Finance Policy

- The Town of Sylvan Lake requires a full audit.
- # 12 and II. wording needs to be adjusted to Library reserves.

Motion was made by Carol to accept the Finance Policy with the required amendments. Amanda seconded, carried.


b. Governance Policy/Policy Review

- G. 1.b the wording needs to be adjusted to reflect that the applications need to align with the libraries, mission and vision, instead of morals and values.
- G. 2, The Board may choose to appoint two non-voting board members from the County of Red Deer, or the Summer Villages. There was discussion about how this will pertain to Julie as our representative from the Summer Villages. Policy could be updated,



<p>and the Summer Villages and the County could have one year terms.  Summer Villages, August to July  County of Red Deer, November to October.  No changes were put forward at this time.</p> <ul style="list-style-type: none"> <li>● Change the wording from “executive director” to Board, regarding the policies and review of the governance policy.</li> </ul> <p>A motion was made by Carol to carry the amendments of the Governance Policy. Seconded by Amanda, carried.</p> <p>2.3. 2024 Holiday Closures.</p> <ul style="list-style-type: none"> <li>● Haley presented information regarding our current general holidays and whether we want to add Easter Monday and Truth and Reconciliation as additional holidays for staff. The Board has decided to not make adjustments to the current policies regarding holidays.</li> <li>● There was conversation about days-in-Lieu for full time staff, the Board has decided to go by the Alberta Employment Standards.</li> <li>● It was also discussed whether we would shorten hours between Christmas and New Years. The Board decided that we should not shorten the hours.</li> </ul> <p>No changes were made to this policy.</p> <p>2.4. Staff Appreciation/ Holiday Gifts</p> <ul style="list-style-type: none"> <li>● The Library Christmas party will be held on December 15th.</li> <li>● Haley would like to provide dinner, a paint and sip, and a \$50 gift card for something local. As of September there is \$700 left in the budget.</li> </ul> <p>A motion was made by Amanda to allow Haley to provide the staff with a dinner, sip and paint, and a \$50 gift card to staff and herself. Seconded by Carol, carried.</p>			
<p><b>3. Items for Discussion</b></p> <p>3.1. Policies for Discussion</p>			

<p>a. Personnel Committee A motion was made to adjust the wording from librarian to Director.</p>			
<p><b>4. Items for Information</b>  4.1. Treasurer's Report*      a. Profit/Loss Report  4.2. Director's Report*  4.3. Programming Report*  Carol moved to accept the items as information, Krista Seconded, carried.</p>			
<p>1. Next meeting: January 10, 2024 at 6:30pm.</p>			
<p>2. Adjournment: Adjourned the meeting at 8:09 pm.</p>			

  
AF 9X

