



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

MEETING MINUTES

TIME: 6:30

MEMBERS PRESENT: Deb Parry, Kathy Inglis, Shirley Allen, Caroline Vandriel, Julie Maplethorpe, Karen Baier, Rhonda Hamilton-McPhail, Jennifer Blair, Megan Hanson, Robert Wiens

↳ @ 7:37

REGRETS: Mareen Redies

Minutes Taken By: Shirley Allen	Action to be taken:	By who:	Timeline:
1. Called to order by Deb at 6:30			
2. Emergency Procedures - Deb			
3. Welcome guests - None			
4. Jennifer Blair moved to accept the agenda with no additions or omissions. Carried.			

<p>5. Megan Hanson moved to accept the minutes from Nov 28, 2018. Carried.</p>			
<p>6. Communications: none</p>			
<p>7. Financials</p> <p>a) Treasurer’s report – Kathy’s report as of Nov 30, 1018: - Chequing account \$201,299.17 - Investments \$68,435.67 - Income is slightly above budget as of the middle of November, however many expenses are still to come in. Kathy moved that the financial report be accepted. Seconded by Karen. Carried.</p> <p>b) Caroline reported that the Step grant finally came in.</p>			
<p>8. Director’s report – Caroline</p> <p>a) The Library will be closed Feb 25 for Polaris training. b) Numbers are up in certain areas. The tracker at back door is being replaced. c) There is a Food for Fines program going on from Dec 9 to 22.</p>			
<p>9. Open Issues</p> <p>a) Policy</p> <p>i) Management/Personnel committee report. New documents: Director’s Job Description, Director’s Professional Goals, Director’s Self-Assessment, and Staff Feedback Survey. A Board Feedback Survey is yet to be drafted.</p> <p>ii) Review of New Management /Personnel Policy Kathy moved that a subcommittee be formed that includes the vice chair and 2 other members of the board and that it will review the Management/Personnel Policy annually. This subcommittee will consist of Karen, Shirley and Mareen. Carried.</p>			

<p>Still needed:</p> <ul style="list-style-type: none"> - an Oath of Confidentiality for volunteers to sign - a Working Alone Policy -a Media Policy -a Social Media Policy -a fragrance-free policy -an attachment with Procedurals 	<p>Check/update present policy</p> <p>Draft policy</p> <p>Draft attachment</p>	<p>Julie Julie</p> <p>Jennifer Jennifer Jennifer</p> <p>Shirley & Jennifer</p>	
<p>10. New items:</p> <p>a) Read for 15 is on Jan 25, 2019. Caroline requested we offer free memberships that day. Moved by Robert, seconded by Jennifer. Carried.</p> <p>b) Caroline reported that staff have requested a no-fine policy and free printing and photocopying. Kathy moved that staff be allowed free printing/ photocopying to a value of \$5.00 per month and that board members be allowed free printing/photocopying to a value of \$2.50 per month. Unused amounts will not carry over to the next month. Shirley seconded. Carried.</p>			
<p>11. Information and updates: Deb has an information sheet on the Polaris system, which she will email to Board members.</p>			
<p>12. Next board meeting: Jan 9, 2019, 6:30 p.m.</p>			
<p>13. Deb adjourned the meeting at 9:14 p.m.</p>			

Deb Parry Jan 9/19