



Sylvan Lake Municipal Library
Regular Monthly Meeting
Wednesday, January 17, 2018

Minutes

Attendance: Dwayne Stoesz, Caroline Vandriel, Kathy Inglis, Julie Maplethorpe, Karen Bailer, Shirley Allen, Starla Fifield, Teresa Rilling, Rhonda Hamilton-McPhail, Deb Parry. Mareen Redies

1. Called to Order by Dwayne at 7:01pm
2. Emergency Procedures
3. Approval of the Agenda: Motion: Teresa, approved
4. Welcome Guests - none
5. Approval of the Minutes of November 15, 2017

Shirley's name not spelled correctly, should be Allen not Allan; the word 'called' is missing from #1. Motion: Kathy Inglis, approved.

6. Treasurer's Report - Kathy Inglis

Motions from the treasurer:

1. Information item - End of December bank balances:
Long Term Planning - \$57,177.66
Chequing – \$135,872.68
Profit was about 4% of our planned 2017 income and expenses. Moved by Kathy, 2nd Rhonda, carried.

A motion from a year ago to add \$7000 to our long-term planning never took place.

I would like to make that same motion and add \$3000 to it from this year's profit.

2. I move that \$10000 be transferred to long term planning from chequing. By Kathy, 2nd Shirley, carried.

Our current GIC expires on [February 8th](#), 2018.

3. I move that we renew the Long-Term Planning GIC with its additional \$10 000. We will take the Credit Union's advice on how long a term, given the expected interest rate increases. By Kathy, 2nd Julie, carried. Opposed: Rhonda Hamilton-McPhail

Our monthly expenses will rise with the addition of another full-time employee. We have generally kept approximately 3 months of expenditures in the bank chequing account. However, in looking, with our book keeper at the monthly balances, I believe we should only hold approximately two

months in chequing and put a third month's amount in a short term GIC of 3 months that is easily accessible but will make a small amount of interest.

4. I move that we transfer \$30 000 to a short term, 3-month GIC, with no fees attached, at Servus Credit Union. By Kathy, 2nd: Rhonda, carried.

7. Librarian's Report – Caroline Vandriel. Added to the one submitted:
Caroline was writing grants today; one for summer bi-lingual program grant. Problems re: new full-time staff position with various issues with two employees applying for position. Caroline invited Kathy Inglis to sit in on interviews; Cathy Lichtenwald came in as the staff person to fill this position. Some staff shuffling will take place because of a mat leave so a second grant for summer staff relief was filled out today. If this second grant comes through, the budget will be OK, otherwise it may be stretched a bit.

8. Open Issues
 - a) Budget 2018 – Approval by council January 8
 - b) Outside ashcan update: installed. Old one needs removed.
 - c) Audit 2017. Started & on-going. New procedures are being recommended; to be thought through.
 - d) New position filled: Cathy Lichtenwald

9. New Items
 - a) Closures in 2018. Staff holiday payouts will be changed according to new gov't policy. Christmas stat holidays will be Dec 24th, 25th & Dec 26th, Dec 31st & Jan 1st, Easter stat holidays will be March 30 & April 1st.
 - b) Read for 15: Jan 26 & 27th combining with 1 day (Jan 27th only) offering 50% off memberships. Moved by Deb, 2nd by Starla, Carried.
 - c) XOX party: Invitation only or name on the list.
 - d) One day only, library membership sale, 50% off? See # 9b.
 - e) Policy review: Schedule reviews/updates, Non-Member Fee

Town of Sylvan Lake Library Board

Service Policy: Non-Member Fees

In accordance with the Sylvan Lake Municipal Library's membership agreement with Parkland Regional Library, the Sylvan Lake Municipal Library will issue or renew memberships to residents of non-participating municipalities for a \$60 non-member fee.

The non-member fee will be shared equally between the Sylvan Lake Municipal Library and the Parkland Regional Library Board.

Sylvan Lake Municipal Library staff reserve the right to request proof of residence.

Date Approved: January 17, 2018

Board Chair: Dwayne Stoesz

Moved: Kathy, 2nd, Teresa, carried.

and a new one (required by the province): Provision of Services Unable to Use Conventional Print.

Town of Sylvan Lake Municipal Library Board

Service Policy: Provision of Service to Those Unable to Use Conventional Print

Patrons unable to use conventional print, also known as print-disabled patrons, include any patron who has a perceptual disability, defined in the *Copyright Act* as “a disability that prevents or inhibits a person from reading or hearing a literary, musical, dramatic or artistic work in its original format, and includes such a disability resulting from:

- a. severe or total impairment of sight or hearing or the inability to focus or move one’s eyes,
- b. the inability to hold or manipulate a book, or
- c. an impairment relating to comprehension.”

The Library Director will ensure that all staff members are trained on how to provide services to print-disabled patrons. While one or two staff members may take the lead in providing services to print-disabled patrons, they should not be the only ones who know how to provide these services.

Staff will take whatever steps are reasonably possible to ensure print-disabled patrons are able to participate in and utilize all library programs, services, and collections.

The Library Board shall ensure that the library building is accessible to people with print-disabilities.

Date Approved: January 17, 2018

Board Chair: Dwayne Stoesz

Moved: Karen, 2nd Julie, Carried.

Framework Policy: Julie noted that Summer Village of Sunbreaker Cove was missing.

Added in by Caroline. Update; no approval needed.

- f) Director’s Evaluation: every year a group of board members form a committee to do this evaluation which usually coincides with annual increase. This needs to be done before March. The evaluation committee will be Starla, Karen, Dwayne & Rhonda.
- g) Board Training: Rhonda & Karen going to Jasper as Dwayne is unable to attend. Rhonda & Julie are going to Leduc for board training. Teresa may be able to attend this as well, will confirm.

10. Next Board meeting: February 14 (Valentine’s Day?) 7:00pm.

11. Adjournment 8:11 pm.