

**Slave Lake Regional Library Board  
Regular Meeting  
March 9<sup>th</sup>, 2016  
Library Staff Room  
7:00 pm**

**MINUTES**

**Call to Order:** by Kendra at 7 pm

**Attendance:** John Buck, Kim McConnell, Kendra McRee, Brad Pearson, Lana Gutowski, Lindsay Weetman, Herfried Schmidt, Sheila Willis

**Absent:** Ivan Lazarowich, Brian Pitcairn, Julie Brandle (Town Rep)

**Adoption of Agenda: Motion 16:20: to accept agenda as amended**

Moved by Sheila

CARRIED

**Approval of Minutes for Regular Meeting:**

Approval of regular meeting minutes February 10<sup>th</sup>, 2016

**Motion 16:21: to accept February 10, 2016 minutes as amended**

Moved by Brad

CARRIED

**Correspondence:**

1. Mary Hastie's visa card has been cancelled.

**Business Arising (Old Business)**

1. Smith and Flatbush Libraries (Update by MD Rep Brad Pearson) – nothing new to report. Brad will look into getting an air purifier to help with the musty smell.
2. SLRLB Honorariums (to be added to the budget) – nothing new to report
3. RBC Grant Update – Lana is working on it.
4. Rotary Club Display case (Update by Chairperson) – There is a spot by the fireplace for the display case. Rotary Club will be responsible for maintaining, cleaning, placing items in and taking items out of the case.

**Business Arising (New Business)**

1. Employee Benefits – opting out is an option. TOSL could do benefits for our 2 long term employees and our book keeper could do our payroll. Or leave it as is TOSL does our payroll and benefits. We will revisit at the end of the year.
2. Employment policies- A sub-committee was developed (Sheila, John and Lindsay) to look at vacation, contracts, etc. They will start to look into this in July.
3. Set Manager's spending limit – was set at \$5000.00 for purchasing larger items.

**Motion 16:22: The Manager may make purchases of up to \$2500.00 without Board approval.**

Moved by Kendra      Seconded by Brad      CARRIED

**Motion 16:23: The Manager may purchase a single item up to \$500.00 with verbal confirmation from any member of the Executive.**

Moved by Sheila      Seconded by Lindsay      CARRIED

**Reports:**

1. **Financial Report** (presented by Treasurer)

- 2015 Audit
- Wage Grid – Lindsay will work on this with Kirsten (TOSL) after the election. Lana will send out what she found in the files.
- Signing Authority

**Motion 16:24: To accept the Financial report as presented**

Moved by Sheila      CARRIED

2. **Librarian's Report** (by Lana Gutowski) 15 min max.

**Motion 16:25: To accept Librarian's report as presented**

Moved by Kendra      CARRIED

**In Camera:**

**Motion 16:26: to go In Camera at 8:23 pm**

Moved by Brad      CARRIED

**Motion 16:27: to go Out of Camera at 8:47 pm**

Moved by Kendra      CARRIED

**Confirmation of Next Meeting:** April 13<sup>th</sup>, 2016

**Adjournment**

**Motion 16:28: to adjourn meeting at 8:49 pm**

Moved by Kendra      CARRIED