

Slave Lake Regional Library Board
Annual General Meeting
November 6, 2013
Library Staff/Meeting Room

Present: John Buck, Peggy Laing, Shane Parmar, Library Manager, Kendra McRee, Linda Munroe, Stephen Tao, Philip Lokken, Brad Pearson, Kim McConnell Janet Parks, Lana Gutowski, Kendra Doucette, Heather Liesch, Leeanne Arnison.

Absent: Margaret Thunder, Ivan Lazarowich

Guest: Jamie Coutts

Call to order: 6:15 pm by Peggy Laing – Vice Chair.

Adoption of Agenda

Motion 134-13: to accept the agenda.

Moved by John Buck.

CARRIED

Approval of the Minutes

Motion 135-13 to approve the Minutes of the Regular Meeting of the Board Oct. 9, 2013.

Moved by Linda Munroe

CARRIED

Correspondence

1. Letter from the MD 124 appointing Brad Pearson and Peggy Laing to the library board. Ivan Lazarowich is also appointed but absent today.
2. Letter from the Town of Slave Lake (TOSL) appointing Phil Lokken to the library board with Stefan Plouffe as the alternate.
3. Letter from the MD 124 appointing Murray Kerik and Mike Skrynyk to represent the library on the Peace Library System Board of directors.
4. Letter from Alberta Municipal Affairs confirming the operating grant.
5. Letter from Minister of Culture Heather Klimchuk with a book on the history of Alberta Government House donating one copy to the library.

ELECTION OF OFFICERS

Chair: Kendra McRee

Vice chair: Peggy Laing

Secretary: Linda Munroe

Treasurer: Stephen Tao

Motion 136-13 to elect the slate of officers above.

Moved by Brad Pearson

CARRIED

SIGNING AUTHORITY

Motion 137-13 that Pat Lundy be removed from the signing authority for the library.

Moved by John Buck

CARRIED

Motion 138-13: that as per policy the signing authority for the Library be given to the new executive, any two of the following people are required to sign.

Kendra Dawn McRee – Chairperson, Peggy Arlene Laing – Vice-Chairperson, Linda Susan Munroe, Secretary, Stephen Tao, Treasurer, Shams-Iqbal Bhagwan Singh Parmar – Library Manager.

Moved by John Buck

CARRIED

COMMITTEE STRUCTURE

- a) Budget/Finance Committee – Kendra McRee, Stephen Tao, Shane Parmar, Brad Pearson
- b) Advocacy Committee – works with the Provincial Political leadership: Phil Lokken and Brad Pearson.
- c) Program/Fundraising Committee – Peggy Laing, John Buck, Kim McConnell
- d) Policy Committee – Kendra McRee, Phil Lokken, Linda Munroe
- e) Personnel Committee – Linda Munroe, John Buck, Kendra McRee, Brad Pearson
- f) Olive Branch Committee must still meet to develop a Payroll Policy, and a Lease Agreement (Phil Lokken, Kendra McRee and Linda Munroe).

Motion 139-13: to appoint the committee members as listed above.

Moved by Peggy Laing

CARRIED

REPORTS

Librarian's report

There is a leak in the roof of the building where the Smith Library is housed. Peggy will enter a request to the Maintenance Department of the MD.

The Flatbush library has no sign on the highway and Rose Herdman has asked for this many times over the years. Brad Pearson will look into getting one.

Suggestion for the art wall: ask the Lakeside Outreach School for student work.

There was discussion on the librarian's report.

Financial report

The per capita levy we are receiving from the Town of Slave Lake is not high enough to cover our operating needs. The Town says that we should use our donations for operations but much of the money donated was given specifically to designated items or projects. It cannot be moved around to utilities or wages. We are ok for one more year and then we will have to make some changes.

2013 AGM Slave Lake Regional Library Board

The Town is doing our payroll for our staff but it is unclear how they calculate the CPP. The numbers do not match with how our book keeper does it and the auditor has issues.

The lease agreement with the town does not specify what the town is charging us for. E.g. Utilities. Phil will check with the CAO and find out what the repair, maintenance and utilities charges are all about.

Business Arising (Old Business)

Jamie Coutts, the Fire Marshall came to discuss the fire truck. The fire fighters have found a motorized replacement for the fire truck we lost. It can be used in a parade and it can provide a mobile promotion focus for the library. It is like a 'fire truck golf cart' run by battery. We would have to have insurance and Jamie thinks it would be less trouble than the one the guys made for us although we loved the one they made. He also said that if the cost is more than what we have received in donations for this project the Fire fighters will help us make up the difference. Discussion of the pros and cons of the fire truck. The decision was tabled until next meeting.

Appointment of the Auditor

The AGM is the venue for appointing the auditor. It was recommended that the auditor be changed every 2-3 years. Stephen will get three estimates from local auditors to do our 2013 audit. The decision to appoint the auditor will be tabled until he has the information.

New Business

Access for disabled people.

Motion 140-13: to move in-camera at 8:40 pm.

Moved by Phil CARRIED

Motion 141-13: to move out of in-camera at 8:50 pm

Moved by Peggy CARRIED

Next Meeting will be a Regular Meeting of the Board on Nov. 13, 2013 at 7 pm at the staff room of the Library.

Motion 142-13: to adjourn at 9 pm

Moved by Linda CARRIED

Signed: Kendra McQuinn
Chairperson of the Board

DATE: DECEMBER 10, 2013