

Slave Lake Regional Library Board
Regular Board Meeting
April 9, 2014
Library Staff Room 7:00 pm
MINUTES

Called to order: by Kendra McRee at 7:05 pm.

Attendance: Kendra McRee, John Buck, Stephen Tao, Ivan Lazarowich, Sheila Willis, Brad Pearson, Phil Lokken, Herfried Schmidt

Absent: Kim McConnell, Linda Munroe.

Guest: Kyle Baldson (accountant with Nash Giroux)

Questions/ Concerns discussed by the auditor representative and the Board:

1. Background information on board members required as part of their risk assessment.
2. Outstanding payables from Town of Slave Lake. The payroll discrepancies were also discussed. Hoping to receive information from the Town by Friday.
3. What will be included in the documentation received by the Board after the audit is complete.
4. Details of a "qualified audit".
5. Different ways to set up a reserve fund and details of each suggestion/possibility.

We will need to have the audit completed by May 31st, 2014 because of the library operating grant application deadline, as well as the Charitable Status Return deadline.

Motion 32-15: to accept the agenda.

Moved by John

CARRIED

Motion 32-16: to accept the minutes from March 12, 2014 as amended.

Moved by Phillip

CARRIED

Correspondence:

1. PLS – Request for nominations for the 20th annual Excellence of Library services Award.
2. PLS Board Meeting highlights – Phillip attended and was impressed with how PLS is ran.
3. Application for Board.
4. Herfried's acceptance letter to the Slave Lake Regional Library Board.

Business Arising (Old Business)

1. See above for information on the auditor's discussion.
2. TOSL ongoing concerns - covered by auditor's presentation.
3. Capital reserve fund - covered by auditor's discussion
4. Endowment Fund Update – Stephen met with Graham McCullough for more specifics of the endowment fund. The intention of the McCullough donation is to improve the collection of the Slave Lake library only.

Motion 32-17 Moved that we accept the Endowment Fund information as presented and have the Board review for approval at the next meeting.

Moved by Brad

CARRIED

5. Jaime Coutts is unavailable to do First Aid training for the Library staff. The cost at Northern Lakes College is \$185.00 per person. Shane will contact NLC Workforce Development to see if there is a better rate. The course is good for 3 years.

Discussion regarding an on-site defibrillator took place.

John and Shane will follow up on arranging for 3 staff to take first Aid training.

6. MD Budget is approved for the Slave Lake Regional Library Board.
7. Smith move update and sign for Flatbush– Nothing to report on the move at this time. It is difficult to get the Department of Highways to allow a sign on the highway. We will table until we have more information.
8. Review of past motions – we will review and bring to next meeting.
9. Information presented regarding the Service Plan for Special Needs Patrons. Phil mentioned that there may be grants available for power assist – Shane will follow up on.
10. Policy Changes – Tabled until next meeting or Linda Munroe is present.
11. Library Manager's PA – The personnel committee will do a follow up PA with the Library Manager.

Business Arising (New Business)

1. Board Governance Document

Motion 32-18 Moved that the Board Governance Document is accepted as information to be review and discussed at the next meeting.

Moved by John

CARRIED

Reports

1. Financial Report

Insurance costs are higher than budget. The rated increased with renewal. Flatbush and Slave Lake are combined. They should be split 80/20. The books were undervalued and have been adjusted.

There were requests to show the percentages on the income statement and balance sheet of what is spent, rather than what is remaining.

Payroll spending is on track.

Motion 32-19: Move to go in camera 10:08 pm.

Moved by Brad

Carried.

Motion 32-20: Move out of camera 10:20 pm

Moved by Brad

Carried

Motion 32-21: Motion to adjourn at 10:21 pm

Moved by Herfried

Carried

SIGNED
CHAIRPERSON

Kendria McFee

DATE: *MAY 21, 2014*