

**Slave Lake Regional Library Board**  
**Regular Board Meeting**  
August 6, 2014  
Library Staff Room 7:00 pm  
MINUTES

**Called to order:** by Kendra McRee at 7:07 pm.

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

**Absent:** Linda Munroe, Shane Parmar (Library Manager)

**Motion 32-41: to accept the agenda as presented**

Moved by Stephen

CARRIED

**Motion 32-42: to accept the minutes from June 11, 2014 and the Special Meeting regarding signing authority as amended.**

Wording for banking will be fixed by Kendra.

Moved by Sheila

CARRIED

**Correspondence:**

1. Resignation of Linda Munroe

**Motion 32-43: to accept Linda Munroes' resignation from the Board**

Kendra will draft and send a letter of thanks for years of service.

Moved by Ivan

CARRIED

2. PLS request for letters to the Ministry

**Motion 32-44: tabled until Phil gets more information as to what needs to be put in the letter**

Phil will contact Linda from PLS and find out what timeframe, format and other information is required in the letter to request increased provincial funding.

Moved by Brad

CARRIED

3. Election of New Board Secretary – Kim will volunteer to fulfill the Secretary duties for the remainder of the year.

**1. Financial Report (by Treasurer Stephen Tao)**

- a) Bank signing authority/online banking - see the above motion 32-42 on signing authority. We have a bank card but do not know where it is. For \$8.50 per month we can have read and manage only access to help us look back into past statements to clear up some of the financial questions we have with the town.

**Motion 32-45: Set up online banking as read and manage only, get a new bank card, and re-set the password for access by our Treasurer and Library Manager.**

Moved by Kendra

CARRIED

- b) Audit Presentation to TOSL Council – we found out that we needed Town council to approve our new auditor and get our audit completed. This was done at the July meeting. It was accepted as information. A few questions were asked which were answered by John and Shane.

- c) Outstanding TOSL payables

- a. GST – Francesca and Shane are looking into this as there is still lots of confusion around who claims it. Library may not be able to claim it; the Town would. Once CRA approved, then we do not have to pay it. It works out to be approximately \$18, 000 - \$19, 000 total. We are waiting for a decision and a letter from CRA, which could take 3-6 months. Phil suggested that Francesca have a conversation with Joy and Dave, from the Town.
- b. Miscellaneous – Stephen needs to look into and talk to Shane to get more information on payable of \$15,000 - \$25,000.

**Motion 32-46: to accept the Financial report as information**

Moved by Kendra

CARRIED

**2. Librarian's Report (by Librarian Shane Parmar)**

Shane emailed report to Kendra. Report was passed around to the Board members.

**Motion 32-47: to accept the Librarian's report as information**

Moved by Sheila

CARRIED

**3. Chairperson's Report (by Kendra McRee)**

a) Board Governance Document – Review. Ivan suggested that we each read the document individually and send suggested changes or queries to Kendra. Send it in a word document with the section # and a note. We can then use this information at our next meeting to review and update this document.

**Motion 32-48: Read and send comments on the Board of Governance document to Kendra by Sept 12, 2014.**

Moved by Ivan

CARRIED

b) Policy Committee – We will tackle this after we have reviewed the Board of Governance document.

**Business Arising (Old Business)**

1. Smith Library move – no new news
2. Signs for Flatbush – no new news
3. Fundraising Committee Update – Ivan and Sheila will look into how to get us onto the charity list for a casino slot. Kim will look into Highway clean up and book plates. We will update Board on the progress at our next meeting.
4. Policy changes – see above in Chairperson's report

**Business Arising (New Business)**

1. PLS Capital Reserve/Proposed Master Agreement changes- PLS is looking at raising fee for rate payers because they need more funding in the future. No details have come out yet
2. PLS presentation at MD 124 Council – Brad will ask Shane to attend with him.
3. Endowment Fund – Kendra and Stephen will look into this and begin to address it.

**Motion 32-49: Move to adjourn 8:45 pm.**

Moved by Phil

CARRIED

Approved:



Next meeting: September 17, 2014 at 7pm

Date:

Sept 17, 2014