

**Slave Lake Regional Library Board
Regular Meeting
December 10th, 2014
Library Staff Room
7:00 pm**

Minutes

Call to Order: by Kendra at 7:02 pm

Attendance: Stephen Tao, Kendra McRee, Shane Parmar (Library Manager), Kim McConnell, John Buck, Stefan Plouffe, Brad Pearson, Sheila Willis, Brian Pitcairn
Absent: Herfried Schmidt, Ivan Lazarowich

Motion 32:79: to accept agenda as presented

Moved by Sheila. CARRIED

Motion 32:80: to accept minutes for AGM Meeting and Nov 5th meeting as amended

Moved by Brad. CARRIED

Correspondence:

1. Email from Bonnie Gray Assistant Director, Public Library Services Branch – Casino application on hold until we find out our status.
2. Email from RBC Foundation - \$6000 received and we need to match it. Shane, John and Kendra went to the Bank.
3. Letter from PLS – Janet Ayles – Upcoming increase may help with our 2015 Technology budget
4. Letter from CRA- Addressed in Stephen's report
5. Letter from Nash Giroux (Auditor)- Addressed in Stephen's report
6. Email from Carla Kindratiuk (RBC)- Addressed in Stephen's report
7. Letter from Hon. Diana McQueen (Minister of Municipal Affairs) – They received our letter and reply was in the form of a form letter.

Motion 32:81: to accept correspondence as information

Moved by John. CARRIED

Business Arising (Old Business)

- 1) Assign Trustee Pitcairn to Committees - joining Finance committee
- 2) Casino Update- see above correspondence
- 3) Smith Library Move update or Renovation (Report by MD Rep Brad Pearson)- met with Aspen View superintendent at Smith school, no panic to move and were accepting of moving library to school, when MD and library ready to move they will work with us.
- 4) Signs for Flatbush update (Report by MD Rep Brad Pearson)- no new information

Motion 32:82 to accept Brad's report as information

Moved by Sheila. CARRIED

- 5) Payroll Agreement Between TOSL & Library Board-
Motion 32:83 to go in camera at 7:27 pm
Moved by Kendra CARRIED

Motion 32:84 to go out of camera at 7:32 pm
Moved by Brad. CARRIED

Motion 32:85: to ratify this by the library board and return it signed to the town
Motion by Brad. 2nd by Brian. In favour- Brad, Brian, Stefan, Kim, Sheila Opposed-
John, Stephen

- 6) Letter of Understanding between TOSL & Library Board
Motion 32:86: to accept the letter with the desire to be signed by board and sent to town and ratification thru their process
Moved by Brad CARRIED
- 7) Board Governance Document Review – see Governance document for changes.
Will review for 20 min next meeting
- 8) Insurance - Shane looked into quotes. Can ask Chris Loveday to assist us with this. Shane will also look into costs.

Business Arising (New Business)

Petition by Dolphus R. Noskiye- **Motion 32:87: Due to repeated failure to follow the library code of conduct and for the safety of our staff and patron Dolphus Noskiye's petition is rejected at this time and he will be able to re-petition the board in 6 months' time.**
Moved by Sheila CARRIED

Motion 32:88: Motion that the library manager bring forward policy to the board for consideration dealing with public disturbances that involve the operation of the library.
Moved by Brian CARRIED

Reports:

1. **Financial Report (by Treasurer Stephen Tao) 30 min max**

- A) Audit Quote – Quote was \$7000.00 from Nash Giroux, this includes a 30% community discount
Motion 32:89: To accept quote from Nash Giroux LLP and appoint them as our 2014 auditor.
Moved by Herfried CARRIED
- B) Outstanding TOSL payables – CRA Update – GST will not be paid by the library and TOSL agreed to this
Motion 32:90: to rescind Motion 32:74; to obtain a letter from TOSL signed by CAO and Director of Finance indicating all outstanding payables as of Jan 1, 2014, with respective invoice numbers and final amounts.
Moved by Stephen CARRIED

Motion 32:91: to pay all outstanding invoices 25955, 20755, 20174, 20991 immediately

Moved by Stefan CARRIED

Motion 32:93 to go in camera at 9:37 pm

Moved by Kendra CARRIED

Motion 32:94 to go out of camera at 9:39 pm

Moved by Kendra CARRIED

- C) Review of Financials – projecting a surplus. Still waiting for 2014 maintenance invoices
- D) Update on Inter-municipal Budget Presentation and budget discussion/motion. – lots of questions still. Stephen and Kendra will be going back on Dec 16th to clarify questions
- E) GIC for Capital Reserve – approx. \$120K in capital reserve fund.
Motion 32:95: to place \$80,000 from Capital reserve fund into 1 year cashable GIC at RBC Royal Bank.
Moved by Stefan, Sheila 2nd CARRIED

Motion 32:96: to investigate the possibility of investing the remaining \$40,000 from the Capital reserve Fund and bring back the recommendations to the Board

Moved by Stefan CARRIED

Motion 32:97: to accept Stephen's report as presented.

Moved by Brad CARRIED

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

Library manager's request – Shane is owed 4 weeks' vacation and he would like to roll them over to 2015.

Motion 32:98: to table the request and discuss it at the next meeting

Moved by Brad CARRIED

Motion 32:99: to accept Librarian's report as presented.

Moved by Sheila CARRIED

Confirmation of Next Meeting: January 14, 2015

Adjournment: Motion 32:100: to adjourn meeting at 10:06 pm

Moved by Kendra CARRIED

Signed _____
Chairperson

