

Slave Lake Regional Library Board
Regular Board Meeting
March 12, 2014
Library Staff Room 7:00 pm
MINUTES

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

Attendance: Kendra McRee, Shane Parmar (Library Manager), Linda Munroe, Ivan Lazarowich, Stephen Tao, Sheila Willis.

Late: John Buck: Phil Lokken.

Absent: Kim McConnell, Brad Pearson.

Guest: Angelo Murphy.

The Library Board had a presentation from Angelo Murphy on the duties and responsibilities of the board members and executive positions. In addition : He suggested we print the Mission Statement on the top of each agenda, that we do planning in advance and that we evaluate our performance as a board.

Motion 25-14: to accept the agenda.

Moved by Kendra

CARRIED

Motion 26-14: to accept the minutes from February 12, 2014 as amended.

Moved by Ivan

CARRIED

Business Arising (Old Business)

1. Policy changes - - (Volunteer Stipulations)

Motion 27-14: that the policy changes be tabled until the next meeting. Board members to read the policy handbook and note the changes in context.

Moved by Kendra

CARRIED

2. TOSL Lease Agreement Suzanne (Book keeper), Shane (Library Manager) and Kendra (Board Chair met). The Town CAO is to give us the final numbers in 3 weeks regarding monies owing and what is included in the Lease Agreement etc. Also the CPP calculation and the Insurance coverage and Red Cross donation details.
3. 2013 Audit Update – met this morning from (9:30-1 pm) with the staff from the Auditor. Shane gave us a summary of his interview with the auditors.
4. There is one opening on the board and we have an application from Herfried Schmidt.

Motion 29-14: Moved that we recommend that the Town of Slave Lake appoint Herfried Schmidt as a town representative to the Library Board.

Moved by Sheila

CARRIED

5. Smith move update – tabled until Brad is available.
Shane to e-mail the Peace Library System in reference to the agreement between the Library and the M.D. about the Library venue.
6. Endowment Fund update – Stephen meeting with Foundation reps.
He is working with them on a draft agreement.
7. Signs for Flatbush – Tabled until Brad is available.
8. Brad has requested that we move the meeting to the third Wednesday of the month. There was a question about why?
9. Fire Truck Update. The Fire Truck is too big for the space we have available. If we find an alternate place for it then it no longer serves the function it had in the old library. Discussion on possibilities took place.
10. Service Plan for special needs patrons. What are the Best Practices in other libraries for eg. Grand Prairie? Shane to request information from other libraries.
11. Library Staff Update – a programmer has been hired for 20 hours a week.

Motion 30-14: Moved that the Board move In Camera at 9:50 pm.

Moved by Kendra

CARRIED

Motion 31-14: Moved that the Board move out of In Camera at 10:00 pm

Moved by Kendra

CARRIED

Business Arising (New Business)

1. Capital reserve – Donation policy. There was a motion made in the past that any surplus money is put in a capital reserve fund. Shane will ask the Auditor how this should be done.
2. Review of Past Motions – this can be part of our board evaluation. Shane will bring 2013 motions to the board's next meeting.
3. Donor Wall – the additional metal plates that need to added for new donors are very expensive. Suggestion that these be ordered once a year and someone can pick them up when they are in Edmonton.
4. Conferences – Shane to go to the Librarian's Committee meeting for the PLS. There is \$2000 for Staff Development for all staff. There is \$1000 for Smith and Flatbush each. The cost of the Northern Lakes College courses that Shane is taking should come out of the Professional Development budget but has not been entered there by the book keeper.
5. Ivan suggested that Shane recommend something that is beneficial and financially responsible.

6. First Aid Training for Library Staff. John could contact Jamie to give First Aid Training to the library staff which is 8 people.

Reports

1. Financial Report
2. Librarian's Report

Motion 32-14: Move to adjourn 10:50 pm.

Moved by Phil

Carried.

Next meeting: April 9, 2014.

SIGNED Kendra McRae
CHAIRPERSON

DATE: APRIL 23, 2014