

**Slave Lake Regional Library Board
Annual General Meeting
November 5th, 2014
Library Staff Room
7:00 pm**

Minutes

Call to Order: by Kendra at 7:08 pm

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

Absent: Brian Pitcairn

Motion 32:70: to accept agenda as amended

Moved by Sheila. CARRIED

Motion 32:71: to accept October 8, 2014 minutes with minor typo changes

Moved by Brad. CARRIED

Correspondence:

Webinars available to Board members - see Shane as he has registered and will set it up at the library so we can all go through it under one registration.

AGM Business:

1. Election of Officers:

- a) Chair – Brad nominated Kendra McRee for Chair. Sheila 2nd. Kendra accepted. CARRIED
- b) Vice Chair – Stephen nominated John Buck for Vice Chair. Ivan 2nd. John accepted. CARRIED
- c) Secretary – Herfried nominated Kim McConnell for Secretary. Ivan 2nd. Kim accepted. CARRIED
- d) Treasurer – John nominated Stephen Tao for Treasurer. Sheila 2nd. Stephen accepted on the condition that we transition to a new Treasurer as he believes he will be leaving town within the next 6 months. Sheila will consider it.

2. Signing Authority:

Remains the same as prior to the AGM.

3. Auditor:

Motion 32:72: to appoint Nash and Giroux LLP as our auditor for 2015, conditional upon a satisfactory quote and acceptance by the auditor.

Made by Stephen CARRIED

4. Committees:

- a) Finance – Brad, Stefan, Stephen, Kendra, Shane
- b) Advocacy - Stefan, Brad
- c) Policy – The Board will be working on this as a whole.
- d) Personnel – Herfried, Ivan, Kendra, Ivan
- e) Fundraising - Kim, Ivan, Sheila

(Due to his absence, Brian Pitcairn will choose a committee to join during the next meeting.)

Business Arising (Old Business)

- 1) Smith Library Move update or Renovation (Report by MD Rep Brad Pearson) - There is a meeting coming up with Aspen View School Division.
- 2) Signs for Flatbush update (Report by MD Rep Brad Pearson) - still being worked on as there is lots of stuff to do with the Transportation Department.
- 3) Payroll Agreement Between TOSL & Library Board - Kendra will set up a meeting and will work with Shane on the document.
- 4) Letter of Understanding between TOSL & Library Board - see Financial Report
- 5) Board Governance Document Review – see Governance document for changes- review next 6 pages for next meeting

Business Arising (New Business)

- 1) Rewritten Lease – may need to look into rewriting it.

- 2) Insurance-

Motion 32:73: to get quotes for tenant improvements, extra expenses, business interruptions and contents coverage. As well as a quote for an appraiser for accurate content inventory.

Moved by Ivan

CARRIED

Reports:

- 1. Financial Report (by Treasurer Stephen Tao)

A) Endowment Fund Update- cheques have been sent.

B) Outstanding TOSL payables – CRA Update - not much has changed since our last meeting, just the amounts have changed by the TOSL Director of Finance.

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 Ivan

CARRIED

Recommendation 2 - Pay all appropriate outstanding invoices and move on (only after we have received a letter).

Best practices moving forward- we will write a comment on each cheque, 1 cheque per invoice.

C) Review of Financials - forecasting a surplus for 2014.

D) Update on Inter-municipal Budget Presentation- Nov. 25- Shane will present on library services and Stephen will present budget and payroll grid.

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

Motion 32:75- to accept the report as presented

Moved by Kim

CARRIED

Motion 32-76: To go In Camera at 9:01 pm.

Moved by Sheila

CARRIED

Motion 32-77: To go out of Camera at 9:25 pm.

Moved by Brad

CARRIED

Motion 32-78: To adjourn at 9:26 pm.

Moved by Kendra

CARRIED

Next meeting: December 10, 2014 at 7pm.

Signed: 
Chairperson