

**Slave Lake Regional Library Board  
Regular Meeting  
October 21<sup>st</sup>, 2015  
Library Staff Room  
7:00 pm**

**MINUTES**

**Call to Order:** by Kendra at 7:00 pm

**Attendance:** John Buck, Kim McConnell, Kendra McRee, Brian Pitcairn, Brad Pearson, Lindsay Weetman, Stefan Plouffe, Herfried Schmidt, Ivan Lazarowich, Lana Gutowski  
**Absent:** Sheila Willis

**Adoption of Agenda: Motion 15:80: to accept agenda as amended**  
Moved by Stefan CARRIED

**Approval of Minutes for Regular Meeting: Motion 15:81: to accept August 12<sup>th</sup>, 2015 minutes as presented**  
Moved by Stefan CARRIED

**Correspondence:**

1. Letter from MD appointing Brad to the Board
2. Letter from bank stating we have 80,000 in a GIC
3. Confidentiality Agreement
4. Letter from TOSL appointing Stefan to the Board

**Business Arising (Old Business)**

- 1) Friends of the Library – nothing new to report. We will remove this until further notice.
- 2) Smith and Flatbush Libraries (Update by MD Brad Pearson) – A new librarian was hired. Aspen View is interested in starting discussions about sharing space.
- 3) Heart & Stroke Foundation / Federal AED Deployment (defibrillator) - Flatbush Community Centre (Update by John Buck) – The AED is sitting at the library and we are still waiting for training dates.
- 4) Letter of Understanding between TOSL & Library Board  
**Motion 15:82: to pull duplicated areas and send to the TOSL for review**  
Moved by Brad CARRIED
- 5) Board Governance Document Review  
**Motion 15:83: to accept the document with amendments**  
Moved by John CARRIED
- 6) Flatbush – July programming update (summary and succession) – They hired a teacher to do crafts and paid her a \$200.00 honorarium for 5 weeks. Supplies came from the SL Library. 8-12 kids showed up regularly for the program
- 7) Grievance procedure (Update/presentation by Library Manager) – Lana found the procedure and has recently updated it.

## **Business Arising (New Business)**

1. 2016 Budget creation and committee meeting schedule – committee has met twice and budget is ¾ complete.
2. Applications for Library Manager – competition runs until end of October. Personnel committee will set a date to meet and review resumes.
3. RBC Grant – we missed the deadline and this is a \$6000.00 loss. Lana and John will look into seeing if we can apply late.
4. PLS update – Stefan shared info from meeting: Looked at minimum wage and its affect on libraries, with new NDP government budgets are on hold for now, IT staff retention problems, TAL (bulk purchasing for discounts), increase fees in TRAC, get rid of patron cards if they haven't been used in past 2 years
5. Minimum wage requirements – Our wage grid needs to consider this. We will look at it after budget is completed. Implementation to start 2018

## **Reports:**

1. **Financial Report** – Working on 2016 budget. So far we are on par with our 2015 budget.
2. **Librarian's Report** – Lana Gutowski
  - Office files are in disarray and Lana is working to organize and streamline them, an instruction list for new management is being typed up.
  - Ruth Reay has been hired for Smith. Mary Hastie completed 2 days of training with Ruth
  - Theresa Rachar was hired as new evening staff for SL Library
  - Pat McLeod will retire in December as Library Tech
  - Smith needs a new copier and fax machine (\$553.00), more shelving is needed, chairs are being donated and they need a visa card.

**Motion 15:84: to get a visa card in Ruth Reay's name for the Smith Library**

Moved by Stephan

Seconded by Lindsay

CARRIED

**Motion 15:85: to accept Librarian's report as presented.**

Moved by Kendra

CARRIED

**Motion 15:86: to go In Camera at 8:23 pm**

Moved by Kendra

CARRIED

**Motion 15:87: to go Out of Camera at 8:45 pm**

Moved by Brian

CARRIED

**Confirmation of Next Meeting:** November 12<sup>th</sup> 2015

Budget Committee – meeting Nov 9 at 6 pm

Personnel Committee – meeting Nov 5 at 5 pm

**Adjournment - Motion 15:88: to adjourn meeting at 9:50 pm**

Moved by Kendra

CARRIED

Approved 