

Slave Lake Regional Library Board
Regular Meeting Minutes
February 11th, 2015
Library Staff Room
7:00 pm

Call to Order: by Kendra @ 7:02 pm

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

Adoption of Agenda: Motion 15:10: to accept agenda as presented
Moved by Herfried CARRIED

Approval of Minutes: Motion 15:11: to accept January 14, 2015 minutes as presented
Moved by Sheila. CARRIED

Correspondence:

Heart & Stroke Foundation / Federal AED Deployment (defibrillator) - Flatbush Community Centre
Letter from Nash Giroux info on book keeper costs
RBC manager is changing info letter with contact info
Motion 15:12: to accept correspondence as presented
Moved by Sheila. Carried

Business Arising (Old Business)

- 1) Casino Update- no more info. Kendra will read info on it and table it to next meeting.
- 2) Smith Library Move update or Renovation (Report by MD Rep Brad Pearson)
-no updates
- 3) Signs for Flatbush update (Report by MD Rep Brad Pearson)
- no updates
- 4) Payroll Agreement Between TOSL & Library Board- Shane received signed document by the town
- 5) Letter of Understanding between TOSL & Library Board- Kendra sent to Brian Vance February 11, 2015.
- 6) Board Governance Document Review –Completed section 3.0. Will start work on 4.0 next meeting

Business Arising (New Business)

- 1) Staff Job Descriptions – Shane will check OH & S for lifting weight restrictions and will amend job descriptions as per Board discussion

Changes to Library Manager job description:

- Position Summary – Board carries out the day to day financial functions which include administrative functions.
- Under Financial Responsibilities # 5– change to: Administers the Library's credit cards
- Under Personnel responsibilities - #1. Remove as delegated by the Board.
- Under Professional Responsibilities: Add –Maintains a professional relationship with the Town of Slave Lake and the MD 124.
- Under Position Requirements #3 – change to: Management experience preferred
#2 – only MLIS

Motion 15:13: to accept Library Managers Job Description with amendments and have endorsed by Board Chair.

Moved by Brad CARRIED

Motion 15:14: to accept staff job description in principal

Moved by Brian CARRIED

- 2) Heart & Stroke Foundation / Federal AED Deployment (defibrillator) - Flatbush Community Centre – Approved to have one at the Flatbush location. The pads are \$50-\$200 and should be replaced every 3-5 years. The batteries are also replaceable. The Flatbush maintenance budget is \$500 per year and rarely touched.

Motion 15:15: to table discussion until Brad can ask the MD about the building situation and will report back directly to Shane for further action

Moved by Brad CARRIED

- 3) Update on hiring of a new bookkeeper –Shane will be interviewing applicants tomorrow. All applicants will be interviewed. The position has to fall into a yearly budget of \$7000. 25 hours per month at \$25/hr =\$7500. Smith and Flatbush budgets would pick up the deficit.

Financial Report (by Stephen Tao)

- A) Update on Inter-municipal Budget Presentation and budget discussion.
 - Town and MD budget meeting will be Feb 18.
 - Met with CAO and he asked for clarification of Comparable Library Membership fees, Payroll and Wage Grid
 - Our fees are reasonable and in line with other Communities our size.
 - We have spreadsheet showing current and proposed payroll and rationale for it.
 - Suggested to show wage grid in a different format that shows where staff are in the grid.

- Added percentage to Budget Presentation which also includes 2013 budget/actual and 2014 budget and unofficial actual. Brad suggested that we add ask amounts in parenthesis.
- B) GIC for Capital Reserve – GIC created but there has been no time to create second one
- C) Audit Update – Shane has emailed Frankie about the audit and Suzanne has 3 boxes. Shane and 2 random Board members will be selected to answer questions of audit. Frankie is aware of the deadline.
- D) Successor for Treasurer- Stephen is leaving and we need to fill this position. Herfried is travelling and will not be able to commit. Put the word out to friends who may be interested in the position.

Motion 15:16: To accept the financial report as presented

Moved by Brad CARRIED

Librarian's Report (by Librarian Shane Parmar)

Motion 15:17: To accept Librarian's report as presented

Moved by Brad CARRIED

Motion 15:18: to go in camera at 10:10pm

Moved by Brad CARRIED

Motion 15:19: to go out of camera at 10:47 pm

Moved by Ivan CARRIED

Confirmation of Next Meeting: March 11, 2015

Adjournment: Motion 15:20: to adjourn meeting at 10:50 pm

Moved by Stephen CARRIED

Signed _____
Chairperson

