

Slave Lake Regional Library Board
Regular Board Meeting
Jan 15, 2014
Library Staff Room 7:00 pm
MINUTES

Called to order: by Kendra McRee at 7 pm.

Attendance: Phil Lokken, Kendra McRee, Shane Parmar (Library Manager), Kim McConnell, Brad Pearson, Linda Munroe, John Buck, Stephen Tao. The board presently has 2 vacancies.

Absent: Ivan Lazarowich. Angelo Murphy had to cancel because of the icy roads.

Guests: Bob Jenkins, acting CAO for the Town of Slave Lake.

Motion 1-14: to accept the agenda as amended.

Moved by Brad

CARRIED

Motion 2-14: to accept the minutes from Dec 9, 2013 as amended.

Moved by Brad

CARRIED

Correspondence:

1. The RBC check has arrived and they would like representatives from the board to go down for a photo. Kendra will let us know when.
2. Peggy Lang has resigned from the board for family health reasons.
3. PLS has given us notice that we have an increase of \$1000 per library for a computer upgrade. That is \$3000 altogether.
4. Letter from Smith Library staff.

Motion 3-14: to send a thank you to Peggy Lang.

Moved by Brad

CARRIED

Business Arising (Old Business)

1. Smith Library move.

Motion 4-14: that the letter from the Smith Library Staff, Mary Hastie is accepted as information.

Moved by Brad

CARRIED

The library is presently housed in a building that needs a lot of repair. Brad will have more information for the next meeting. The stakeholders in this are: The Peace Library system, Aspen View School Division, The Regional Library Board and Smith Library.

2. Town of Slave Lake – lease agreement, 2014 utilities and maintenance estimates, payroll policy/ contract, CPP calculation, Axia invoice.

Bob Jenkins addressed the lease agreement which was negotiated in 2009 and is presumably still valid since the term is for 20 years for \$1 a year in rent charges.

The Town has two entries on its budget concerning the library. They pay \$5.50 per capita to the Peace Library System on the libraries behalf. The estimated population for this expense was 6782. The TOSL pays the Rotary Club of Slave Lake \$224,000 for operating the Town library.

Utilities and Maintenance estimates.

The cost of maintenance, utilities and cleaning has gone up. The snow removal has doubled, the utilities have doubled. The cost of operating the building for 2013 was \$455,000. The library share is \$32,000 or 7.03 percent which is the amount of square footage that the library covers.

In 2014 it is estimated that the cost will be \$546,500 and the library share will be \$38,400.

Payroll Policy – a document clarifying roles and responsibilities must be drawn up with respect to the service the Town Payroll department is doing for the library staff. The CPP calculation done by our book keeper never matches the amount for which the Town invoices us.

Axia Invoice – a copy of this invoice was given to Bob and he said he would look into it.

3. Auditor 2013. Stephen's research resulted in Nash being chosen as the 2013 auditor.

Motion 5-14 that Shane contact Nash and Giroux to initiate the audit process and inform the other candidates of the selection.

Moved by Brad.

CARRIED

4. Still need to get the handbook from Mark.

6. **Open Seats on the Board** - The M.D. will appoint someone to replace Peggy Lang but we need to replace her in the role of Vice-chair. Phil nominated John for Vice-chair. Brad seconded. John accepted.

SIGNING AUTHORITY

Motion 6-14: that Pat Lundy is removed from the signing authority for the library.

Moved by John Buck

CARRIED

Motion 7-14: that as per policy the signing authority for the Library be given to the new executive, any two of the following people are required to sign.

Kendra Dawn McRee – Chairperson, John Buck – Vice-Chairperson, Linda Susan Munroe, Secretary, Stephen Tao, Treasurer, Shams-Iqbal Bhagwan Singh Parmar – Library Manager.

Moved by Kendra McRee

CARRIED

7. Endowment Fund – several board members expresses concerns about the Endowment since we lose access and control over the principal and they did not think that Mutual Funds are a very good investment. They asked if Kendra could find out if that was the donor's wish.

Business Arising (New Business)

1. **Budget Presentation by Stephen.** Lengthy discussion and observation that 69% of the budget is going in wages.

Motion 8-14: to move in camera at 10:15 pm.

Moved by Brad Pearson

CARRIED

Motion 9-14: to come out of camera at 10:40 pm

Moved by Phil

CARRIED

Motion 10-14: to accept the budget as proposed.

Moved by Stephen Tao

CARRIED

Motion 11-14: to move in camera at 10:43 pm

Moved by Linda Munroe

CARRIED

Motion 12-14: to come out of camera at 10:50 pm

Moved by Phil Lokken

CARRIED

Motion 13-14: to approve the Performance Appraisal of the Library Manager with amendments and to appoint the chairperson to review this document with the Library Manager.

Moved by Brad Pearson

CARRIED

Motion 14-14: to adjourn at 11:00 pm.

Moved by Phil Lokken

CARRIED

Next Meeting: February 12, 2014. - Library Staff Room - 7 pm.

Signature

Board Chair

