

**Slave Lake Regional Library Board  
Annual General Meeting  
November 9th, 2016  
Library Staff Room  
7:00 pm**

**Minutes**

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

**Attendance:** Brad Pearson, Joy McGregor, Kendra McRee, Kim McConnell, John Buck, Herfried Schmidt, Jean Litz, Angela Wright

**Absent:** Sheila Willis, Brian Pitcairn, Lana Gutowski

**Adoption of Agenda: Motion 16:71: to accept agenda as amended**  
Moved by Kim CARRIED

**Approval of Minutes for Board Meeting:**  
**Motion 16:72: to accept October 12<sup>th</sup> 2016 minutes as presented**  
Moved by Joy CARRIED

**Correspondence:**

- Letter from PLS about Deep Freeze Software

**Motion 16:73: to add extra money into the budget to cover the Deep Freeze Software**  
Moved by Herfried CARRIED

**AGM Business:**

**1. Election of Officers:**

- a. Chair – Joy nominated Kendra McCree for Chair.  
Brad Seconded Kendra accepted CARRIED
- b. Vice Chair – Brad nominated Joy McGregor for Vice Chair.  
John Seconded Joy accepted CARRIED
- c. Secretary – Joy nominated Kim McConnell for Secretary.  
Herfried Seconded Kim accepted CARRIED
- d. Treasurer – Joy nominated Jena Litz for Treasurer.  
Kendra Seconded Jean accepted CARRIED

**2. Signing Authority:**

**Motion 16:74: that any of the two following signatures are authorized to sign: Kendra McRee, Kim McConnell, Joy McGregor, Jean Litz, Lana Gutowski**

Moved by Brad Seconded by Angela CARRIED

- 3. Auditor:** to appoint \_\_\_\_\_ as our auditor for 2016, conditional upon a satisfactory quote and acceptance by the auditor.  
Joy shared information about the possibility of changing our policy to have a Notice to Reader completed yearly and then do a full audit every 5 years. Tabled until Kendra gets more information from Nash Giroux and to confirm if it meets with the Library Acts.

#### 4. Committees:

Finance – Kendra, Jean, Brad, Joy  
Advocacy - will look into in our policy review  
Programming – will look into in our policy review  
Policy – Kendra, Kim, Herfried, Sheila  
Personnel –Kendra, John, Angela, Hefried

5. **Slate of Trustees** – tabled until December meeting. Kim will bring current one so it can be updated.

### Commence Regular Meeting @ 7:30 pm)

#### Business Arising (Old Business)

- 1) Smith and Flatbush Libraries (Update by MD Rep Brad Pearson)- Brad provided a quick overview for new members
- 2) SLRLB Honorariums (standing item – decision will be made at December meeting)- Kendra will get financials from Sherida for us to look through to see if there was any other money.
- 3) Policy Review – Policy Sub-committee goals and meeting date(s) – Kendra, Kim, Herfried and Sheila will meet Tues.Nov 22<sup>nd</sup>, 7 pm @ the library.
- 4) Minister's Award for Excellence in Library Service- no recommendations at this time.

#### Business Arising (New Business)

- 1) Manager's performance appraisal – review and approval  
**Motion 16:75: to accept Manager's performance appraisal**  
Moved by Brad CARRIED
- 2) Manager's hours (flexibility) – to be discussed in camera

#### Reports:

1. **Financial Report** (by Chair – Kendra McRee)
  - A) Endowment Fund Update- Kendra will give this information to Lana to look into how the administration fees are determined.
  - B) Review of Financials- Everything is balancing. Sherida will send financial information to Jean as she is the new Treasurer.
  - C) Movement of funds to capital reserve account- Looked at the last 3 years and it may be sensible to keep it where it is. We will ask Lana to look into ways to spend this money.

D) 2017 Budget – increase licensing for Deep Freeze software by PLS. – see  
Motion 16:73 from AGM

**Motion: 16:76: to accept financial report as presented**

Moved by Brad

CARRIED

2. **Librarian's Report** – presented by Kendra in Lana's absence.

**Motion 16:77: to accept as information**

Moved by Brad

CARRIED

**Motion 16:78: to go In Camera at 8:52 pm**

Moved by Kendra

CARRIED

**Motion 16:79: to go out of Camera at 9:20 pm**

Moved by Kendra

CARRIED

**Motion 16:80: for the SRL to immediately end the employment relationship on the basis of frustration with past employee upon the recommendation of legal counsel, Brownlee LLP Barristers and Solicitors, who will draft the letter.**

Moved by Herfried

CARRIED

**Confirmation of Next Meeting:** December 14, 2016

**Adjournment**

**Motion 16:81: to adjourn meeting at 9:30 pm**

Moved by Jean

CARRIED