

**Slave Lake Regional Library Board
Regular Meeting
July 4th, 2018
Library Staff Room
7:00 pm**

MINUTES

Call to Order: by Angela @7:00 pm

Guests:

Attendance: Becky Peiffer, Brian Pitcairn, Graham McCullough, Charlotte Measor, Angela Wright, Herfried Schmidt, Kendra McRee (Manager)

Absent: Joy McGregor, John Buck, Jean Litz

Adoption of Agenda: Motion 18:46: To accept agenda as presented with additions
Moved by Becky CARRIED

Approval of Minutes for Regular Meeting: Approval of regular meeting minutes June 6, 2018 – Previously approved via e-mail

Correspondence:

1. PLS Invoice
2. EPL Annual Report
3. Endowment Fund – Community Foundation of Northwestern Alberta annual report.
Discussion on grant application process. Angela will gather more information.

Motion 18:47: To accept the correspondence as information.

Moved by Herfried CARRIED

Business Arising (Old Business)

1. Smith and Flatbush Libraries – The Flatbush Library building has been inspected and the building will be able to support the lift.
2. 2019-2023 Plan of Service Update: Angela delivered the surveys to Smith Library and Flatbush M.D. office and Post Office. Becky will pick up the Flatbush surveys on August 30th. The Plan of Service sub-committee (Joy, Becky, Charlotte, Angela and Kendra) will meet in the fall after the surveys come in - Sept 5 @ 5 pm and Oct 3 @ 5 pm.
3. Policy Update – Kendra is still working on them.
4. Emergency Response Plan/Incident Reporting – Finished. Kendra has posted up in appropriate places around the Library and will review with all staff at the upcoming staff meeting.

5. Library Manager's Performance Review: Angela, Hefried, and Charlotte met and reviewed the 360 evaluations and Kim's notes, then met with Kendra to discuss. The review went well overall.
Motion 18:48: To move Kendra up to STEP 1 of the wage grid.
Moved by Brian Seconded by Graham CARRIED

Business Arising (New Business)

1. Resignation of Secretary of Library Board
Motion: 18:49: TO accept the resignation of Kim McConnell from the Slave Lake Regional Library Board.
Moved by Charlotte CARRIED

2. Motion 18:50: To pay out Kim McConnell her honorarium owed for the January to June 2018 meetings that she attended.
Moved by Becky Seconded by Brian CARRIED

3. Election of new Secretary
Motion 18:50: to appoint Hefried Schmidt as Secretary for the Slave Lake Regional Library Board.
Moved by Charlotte CARRIED

4. Update of Signing Authority
Motion 18:51: to remove Kim McConnell from signing authority and add Hefried Schmidt to signing authority. (Now on signing authority will be: Angela Wright – Chairperson, Joy McGregor – Vice Chair, Jean Litz – Treasurer, Hefried Schmidt – Secretary, Kendra McRae – Manager)
Moved by Becky Seconded by Brian CARRIED

5. Endowment Fund – See correspondence.

6. Budget Committee – Will correspond via email to set up meeting(s) in October. Kendra will work on the numbers beforehand.

7. Rural Libraries Conference September 27th & 28th, 2018.
There are not enough funds in the Board Development budget to cover the cost of Charlotte's mileage. Charlotte will see if the M.D. will cover her mileage if the Library Board covers the remainder of the cost.
Motion 18:52: To approve Charlotte to use the remainder of the Board Development budget to attend the 2018 Rural Libraries Conference.
Moved by Becky Seconded by Brian CARRIED

8. Wage Grid Review – Kendra is working on updating the wage grid for 2019. There will be an increase in pay to certain positions to account for the increase in minimum wage and fair pay. Kendra will look at ways to compensate for the increase in payroll and bring to the Board at the October sub-committee meeting.
9. Global Breastfeeding Awareness Week Request – The Library has always been a breastfeeding friendly place; however we do not place any stickers on our windows.
10. Payroll Cross-training – Kendra will show Sherida how to do the payroll deposits and timesheet review in September.

Reports:

1. **Financial Report** (presented by Treasurer) – Board looked over the up-to-date Comparative Income Statement. Nothing stood out as unusual.

Motion 18:53: To accept Financial report as presented.

Moved by Graham CARRIED

2. **Library Manager's Report** (by Kendra McRee)

Motion 18:54: To accept Librarian's report as presented.

Moved by Brain CARRIED

In Camera: Motion 18:55: To go In Camera at 8:45 pm

Moved by Angela CARRIED

Out of Camera: Motion 18:56: To come Out of Camera at 9:13

Moved by Angela CARRIED

Confirmation of Next Meeting: September 5th, 2018 at 6:00

Adjournment: Motion 18:57: To adjourn meeting at 9:15 pm

Moved by Becky CARRIED

Angela Upflight
Chairperson
Slave Lake Regional Library Board

