

Slave Lake Regional Library Board

Regular Meeting

June 6th, 2018

Library Staff Room

7:00 pm

MINUTES

Call to Order: by Angela @7:02 pm

Guests: Nash Giroux LLP- Audit presentation

Attendance: Becky Peiffer, Joy McGregor, Jean Litz, Brian Pitcairn, John Buck, Graham McCullough, Charlotte Measor, Angela Wright, Kim McConnell, Kendra McRee(Manager)

Absent: Herfried Schmidt

Adoption of Agenda: Motion 18:36: To accept agenda as presented

Moved by Becky

CARRIED

Approval of Minutes for Regular Meeting: Approval of regular meeting minutes May 2, 2018.

Moved by Charlotte

CARRIED

Correspondence:

1. PLS annual report
2. Excellence in Library Services nomination form
3. May- GIC statement
4. Library Conference in Grande Prairie Sept 27 & 28
5. Insurance Renewal
6. Nash Giroux audit letter
7. Mission Statement information from Community Input session
8. PLC Board meeting Highlights
9. Service Canada - registered Sherida so she can e-file
10. PLS - Role presentation (Board Development)- tentative date Sept 5 at 6 pm

Business Arising (Old Business)

1. Smith and Flatbush Libraries – Lift at Flatbush is on hold as the building may not be structurally sound. Smith movie night is well attended. Angela met both librarians. She noted that steps needed attention and talked to Allan Winarski and he would bring it to Council's attention.

Motion 18:38 - to reimburse Angela the costs from the two post offices for putting surveys into mailboxes in Smith and Flatbush

Moved by Becky

CARRIED

2. 2019-2023 Plan of Service: Joy, Becky, Charlotte, Angela and Kendra will be the sub-committee. We need more input from Smith and Flatbush. Surveys will be sent out to all communities. The committee will meet in the fall after the surveys come in - Sept 5 @ 5 pm and Oct 3 @ 5 pm.

Business Arising (New Business)

1. Policies – Termination Policy- Kendra will contact PLS to see if they have a template. We also need an Emergency Response Plan.

Cannabis in the Workplace- We will follow what the TOSL and MD put in place.

Public Intoxication/Impairment- Have staff phone RCMP and By-Law Officer

2. Signing Authorities

Motion 18:39: to add Angela Wright to the signing authority at RBC

Moved by Becky

CARRIED

3. Sub-committees to be Updated:

Finance & Budget - Jean, Joy Becky, Angela

Personnel- Kim, Herfried, John, Charlotte, Angela

Policy - Kim, Graham, Brian, Angela

4. Librarian's 1 Year Performance Review - July 4th will be 1 year

Personnel committee will look for a tool and then Kim will direct the next steps. Kendra will send the performance appraisal tool she had last year.

5. Emergency Response Plan/Incident Reporting - Kendra is looking into this.

6. Nash Giroux Invoice- The invoice come out more than we budgeted. We will need to look at what we allocate for this at our next budget meeting.

Motion 18:40: To pay Nash Giroux invoice for their work on our audit.

Moved by Becky

CARRIED

Reports:

1. **Financial Report** (presented by Treasurer) - Herfried and Jean renewed the GICs for another year.

Motion 18:41: To accept Financial report as presented.

Moved by:Kim

CARRIED

2. **Library Manager's Report** (by Kendra McRee) -New artist on display on the Art Wall. Kendra is looking into online payments for some bills. There has been some exam proctoring which generates \$40.00 per exam. The Lakeside Leader wants to interview Avid readers once a month. Graham will be our first interview. Used book sale brought in less money this year. Summer hours - Starting Saturday, June 30, the library will close at 3 pm instead of 5 pm.

Motion 18:42: To accept Librarian's report as presented.
Moved by Kim CARRIED

In Camera: Motion 18:43: To go In Camera at 8:55 pm
Moved by Angela CARRIED

Out of Camera: Motion 18:44: To come Out of Camera at 9:08
Moved by Angela CARRIED

Confirmation of Next Meeting: July 4th 2018 @ 7 pm

Adjournment: Motion 18:45: To adjourn meeting at 9:15 pm
Moved by Jean CARRIED

Angela Uplight
S.L.R.L. Chair

