

**Slave Lake Regional Library Board
Regular Meeting
November 8th, 2017
Library Staff Room
7:00 pm**

Minutes

Call to Order: by Joy at 7:06 pm

Attendance:Kendra McRee(Manager), Becky Peiffer, Joy McGregor, Jean Litz, John Buck, Herfried Schmidt, Kim McConnell, Angela Wright

Absent : Brian Pitcairn, Sheila Willis

Adoption of Agenda:Motion 17:89: To accept agenda as presented

Moved by Herfried CARRIED

Approval of Minutes for Regular Meeting:

Approval of regular meeting minutes October 25th, 2017

Motion 17:90: To accept October, 2017 minutes as presented

Moved by Becky CARRIED

Correspondence:

-Letter from MD appointing Becky Peiffer as MD rep, Brad Pearson as PLS rep, Sandra Melsner as alternate

-Community Foundation information newsletter

Motion 17:91: To accept correspondence as presented

Moved by Kim CARRIED

Business Arising (Old Business)

1. Smith and Flatbush Libraries – Still waiting for tree removal. Librarian goes in to do Interlibrary loans
2. Financial sub-committee meetings- Committee met today and will present budget

Business Arising (New Business)

1. Town approved By-Laws - They were approved by the TOSL. Becky will present to MD at their next meeting.
2. Town Board Member Approved - Suzanne Labby was approved. Lisa will send her a letter as Suzanne is in BC right now.
3. Wage Grid

Motion 17:92: To accept wage grid as presented

Moved by Kim CARRIED

4. Budget Overall increase by 2.2% due to government increase in minimum wage. We will ask for a 2.6% increase from TOSL and MD. Joy and Becky will bring the draft budget to their next meetings.

Motion 17:93: To approve the draft 2018 budget as presented

Moved by Becky

CARRIED

5. Table/Chairs for Staff Room - John will get a different supplier information to Kendra. Tabled until next meeting.

6. Letter to TOSL re: Payroll Change Over. - Kendra sent a letter to the TOSL thanking them for their service, partnership and letting them know that we will be doing our own payroll starting January 1, 2018.

7. Kendra vacation pay, amended contract, sick leave/benefits

Motion 17:94: To amend Librarian's contract to read 4% and 5 director days per year for vacation pay.

Moved by John Seconded by Becky CARRIED

Motion 17:95 To amend Librarian's contract to read \$33.33 per hour instead of \$65,000 per year.

Moved by Kim Seconded by Becky CARRIED

8. Sick Pay/ Benefits - Kendra presented the following information - ½ day per pay period for FT staff to a max of 10 days. Benefits will cost \$741.38 per month which included employee portion. Employees pay for Short term and long term disability. It's locked in for 16 months with Sun Life.

Motion 17:96: To accept sick pay/benefits information as presented

Moved by Herfried Seconded by Joy CARRIED

9. 360 Evaluation of Library Manager - Personnel Committee (Herfried, Angela, Kim) will conduct this review.

Reports:

1. **Financial Report** (presented by Treasurer)- Budget looks good. Herfried and Jean bought CIGs - \$15,000 for 3 years @ 1.8%, \$15,000 for 2 years @ 1.65% and \$15,000 for 1 year @ 1.5%

The bank suggested cashable GICs for leftover money. Herfried will call Franki Giroux to clarify the legalities of investing as a library and what can be used between the capital reserve and operating budget money.

Motion 17:97 To accept Financial Report as presented.

Moved by John CARRIED

2. **Librarian's Report** (by Kendra McRee) - Art Wall is currently the art of a local artist.

New computers should be here by 3rd week of November, Haunted House was well attended again this year. Hours will change to 10-4 between Christmas and New Years'.

Motion 17:98: To accept Librarian's Report as presented.

Moved by John CARRIED

Confirmation of Next Meeting: January 10, 2018

Adjournment: Motion 17:99: To adjourn meeting at 8:30 pm

Moved by Joy CARRIED

