

**SLAVE LAKE REGIONAL LIBRARY BOARD  
REGULAR MEETING  
OCTOBER 3, 2018  
LIBRARY STAFF ROOM  
7:00 PM**

**MINUTES**

**Call to Order:** by Angela @ 7:04 PM

**Guests:** Linda Duplessis, Director, Peace Library System, Mini Orientation  
and Linda to draft letter to Chief Twinn Sawridge Band

**Attendance:** Angela Wright, Becky Peiffer, Joy McGregor, Graham McCullough, Jean Litz, Charlotte Measor,  
Kendra McRee (Manager)

**Absent:** John Buck, Brian Pitcairn, Herfried Schmidt

**Motion 18:69: Adoption of Agenda: To accept agenda as presented**  
Moved by Becky CARRIED

**Motion 18:70: Approval of Minutes for Regular Meeting September 5, 2018**  
Moved by Charlotte CARRIED

**Correspondence:**

1. Ministers Award
2. Ken Allen email in regard to "In Camera Items"

**Motion 18:71: To accept the correspondence as information.**  
Moved by Becky CARRIED

**Business Arising (Old Business)**

1. Smith, new entrance from street to library door will be wheelchair accessible
2. Flatbush, lift is there and work will begin mid-November.
3. Two break-ins at Flatbush library, clean up and inventory of stolen items has been done. Kendra will follow up on deductible with insurance and how many claims we will need to do. Charlotte suggested that because there are two different file numbers with the RCMP there would need to be 2 claims submitted. Kendra and Angela will talk to Russ about insurance and costs.
4. 2019 – 2023 Plan of Service Update – Kendra working on compiling information and will and will set a date for a meeting with the sub-committee.
5. Discussed the Alberta Library Trustee's Association Handbook and Charlotte recommended that we add it to the Slave Lake Regional Library Board new board members binders. Jean motioned to accept and all agreed.

**Motion 18:72 : To add The Alberta Library Trustee's Association Handbook to the new member binders**

Moved by Jean CARRIED

6. Discussed policies review

**Motion 18:73: To accept the updated policies as presented.**

Moved by Joy

CARRIED

7. Endowment Fund Graham not contacted about picture, Angela will contact them. Graham and Kendra want to change the fund to programming and books. Angela will bring information on 1 -5 years after Graham speaks to Endowment fund, Tracey Vavrek.

8. 2019 Budget

**Motion 18:74: To accept the 2019 wage grid and budget as presented.**

Moved by Graham

CARRIED

9. Signing Authority has been done at the bank.

### Business Arising (New Business)

1. Kendra proposed having shorter hours for the Slave Lake Library between Christmas and New Year's.

**Motion 18:75: to have the Slave Lake Library open the following hours for Christmas 2018: Dec 24 – Closed, Dec 25 – Closed, Dec 26 – Closed, Dec 27 – 10:00am to 5:00 pm, Dec 28 – 10:00 am to 5:00 pm, Dec 29 – 10:00 am to 3:00 pm, Dec 31 – 10:00 am to 5:00 pm, January 1, 2019 – Closed. Return to normal hours on January 2, 2019.**

Moved by Becky

CARRIED

2. Capital Reserve Transfer – After discussing with Frankie, Kendra is not sure that transferring the money over to a reserve is the best course of action. We will leave the accounts alone for now until Kendra and the Board is more comfortable deciding what to do.

3. Extra PLS costs (technology) discussed and clarified with Linda Duplessis.

4. Maintenance – Kendra meet with Shawn, they prioritized repairs and it will be looked at. Twice a year carpets will be cleaned.

### REPORTS:

1. **Financial Report: (presented by Treasurer) –** Jean and Kendra went through all the items.

**Motion 18:76: To accept financial report as presented**

Moved by Joy

CARRIED

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

**Motion 18:77: To accept Librarian's report as presented**

Moved by Becky

CARRIED

3. **Rural Libraries Conference Report (presented by Charlotte Measor)**

**Motion 18:78: To accept Rural Library report as presented**

Moved by Joy

CARRIED

**Motion 18:79: To go into Closed Session at 9:47 pm**

**Motion 18:80: To come out of Closed Session at 10:10 pm**

**Confirmation of Next Meeting: November 7, 2018 at 7:00 PM**

### Adjournment:

**Motion 18:81: To adjourn meeting at 10:12 PM**

Moved by Joy

CARRIED

Angela Vavrek  
Chair person  
Slave Lake Regional  
Library