

**Slave Lake Regional Library Board
Regular Meeting
September 5th, 2018
Library Staff Room
6:00 pm**

MINUTES

Call to Order: by Angela @ 6:15 pm

Guests: Ken Allen (Public Libraries Services Branch) – Requirements and Responsibilities under the Libraries Act

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

Absent: Joy McGregor

Motion 18:58:Adoption of Agenda: To accept agenda as presented with additions
Moved by Charlotte CARRIED

Motion 18:59: Approval of Minutes for Regular Meeting July 4, 2018
Moved by Charlotte CARRIED

Correspondence:

1. Board Application – April Steele
2. Information regarding technology upgrades costs and schedule from PLS.
3. Professional Development course for Board members – The Power of Advocacy. Will be offered on-line in the evenings in the new year to make it easier for Board members to attend.
4. 2018 Provincial Grant has been received.
5. Building Board Diversity Handout and course information is available for board members to review if they like. (All should have been e-mailed the information from ALTA as well.)

Motion 18:60: To accept the correspondence as information.

Moved by Jean CARRIED

Business Arising (Old Business)

1. Smith and Flatbush Libraries – No Update on the lift in Flatbush. Kendra will review the Smith Librarians report during her report.
2. 2019-2023 Plan of Service Update: Sub-committee met on September 5th. Will meet again on September 13th and have more information at next regular meeting.
3. Policy Update – Policies were updated. Kendra sent to everyone last week. Will review at October 3 regular meeting.

Motion 18:61: to review the updated policies at the regular meeting on October 3rd, 2018.
Moved by Brian CARRIED

4. Endowment fund information: There a couple of ways that the money can be used – once a year or set aside to be used as a bigger lump sum (for example every 5 years). Because of CRA limitations we must apply for the funds and report on what we do with them. Graham will call the Endowment Fund people to make sure that the funds will be used as his late wife specified.

Motion 18:62: To accept the Endowment Fund update as information

Moved by John CARRIED

5. Budget Committee: First Budget Sub-committee meeting will be held on September 10th at 4:00 pm at the Library.
6. Wage Grid Review: Tabled until Kendra can review everything with the Budget Sub-committee.
7. Payroll deposit cross-training: Kendra sent detailed instructions to Sherida.
8. Signing Authority: Herfried and Joy have yet to sign. Herfried will go to the bank tomorrow.

Business Arising (New Business)

1. Tenants Meeting: Kendra attended the last tenants' meeting. At the meeting she asked if the library carpets could be cleaned more often. She was told that the meeting was for GOA tenants only. Kendra will not be attending the meetings anymore as they are not applicable to the Library. The Library will now hire carpet cleaners more often and code the expense to repairs and maintenance.

Kendra will forward the lease agreement to Angela and Angela will contact the Facilities Manager from the Town for clarification.

2. Sawridge Reserve: Who to contact re: programming in the library
Kendra will send a letter to Chief Roland Twinn and seek out more information.

3. Board Application

Motion 18:63: To send the Board Application received by April Steele to the Town for approval/appointment.

Moved by Jean CARRIED

Reports:

1. **Financial Report** (presented by Treasurer) – Jean went through all the items that are over budget. More money will have to be budgeted in these areas next year. Overall, we are still ok and within budget in most areas.

Motion 18:64: To accept Financial report as presented.

Moved by Brian

CARRIED

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

Motion 18:65: To accept Librarian's report as presented.

Moved by Brian

CARRIED

***In Camera:* Motion 18:66: To go In Camera at 9:20 pm**

Moved by Angela

CARRIED

***Out of Camera:* Motion 18:67: To come Out of Camera at 9:45**

Moved by Angela

CARRIED

Confirmation of Next Meeting: October 3rd, 2018 at 7:00

***Adjournment:* Motion 18:68: To adjourn meeting at 9:46 pm**

Moved by Becky

CARRIED

Angela Ulfright
Chairperson
Slave Lake Regional Library

