

**Slave Lake Regional Library Board**  
**Regular Meeting Minutes**  
**May 8, 2024**  
**SL Library Board Room**  
**6:00 p.m.**

**Call to Order:** by Angela Wright at 6:00 p.m.

**Attendance:** Steve Adams, Marcia McDermott, Kendra McRee, Leslie Sargunraj, Charlotte Measor, Jean Litz, Joy McGregor, Herfried Schmidt, Nancy Sand, Huma Kashif, Angela Wright

**Absent:** N/A

**Guests:** 2023 Audit presentation by Rebryna Dana LLP, Chartered Professional Accountants Management Consultants – Shane and Emily

**Motion 24-28:** To accept the 2023 Audit Presentation as information.

Moved by Steve Adams

seconded by Charlotte Measor

**CARRIED**

**Adoption of Agenda:**

**Motion 24-29:** To accept the 2023 Audit Presentation as information.

Moved by Nancy Sand

**CARRIED**

**Approval of Minutes for Regular Meeting:**

**Motion 24-30:** to approve minutes of the April 10, 2024, board meeting.

Moved by Herfried Schmidt

**CARRIED**

**Correspondence:** N/A

**Old Business:**

1. **GICs:** Motion was made last meeting to allow for the maturing GIC to be extended. It was renewed for 1 year at 5.2%.

**New Business:**

1. **Capital Plan/Budget Update:** This is a labour-intensive project and Kendra is still working on it. This will be tabled for the September meeting.

2. **Scholarship Sub-committee:** Joy will collect all applications and send them out to the to get their top 3 choices. Decision will then be made on those submissions chosen as a board at the June meeting. This worked well for 2023.
3. **Library Archives:** Lindsey will be working by appointment only for the summer.
4. **Personnel Committee: Library Manager's Performance Review:** Huma Kashif, Leslie Sargunaraj, Charlotte Measor, Angela Wright, and Marcia McDermott are on this committee and will meet on May 13, 2024, at 5:30pm to discuss the review. Angela will send out the template in advance to fill in ahead of the meeting.

5. **Motion for Capitalization:**

**Motion 24-31:** To set Capital Asset price for purchases to \$5000 or more.

Moved by Nancy Sand,                      Seconded by Joy McGregor

**CARRIED**

**Reports:**

1. **Financial Report** presented by Herfried Schmidt

No concerns with financials to this point.

**Motion 24-32:** to accept the Financial Report as presented.

Moved by Charlotte Measor                      Seconded by Marcia McDermott

**CARRIED**

2. **Manager's Report** presented by Kendra McRee.

Some highlights include:

- April had 24 programs run with 243 participants.
- Completed performance reviews for Megan's 8-year anniversary and Lindsay's 5-year anniversary.

Flatbush: The paper bead class was well received. 10 people attended.

Smith: 9 programs with 15 children and 35 adults participating.

**Motion 24-33:** to approve Manager's report as presented.

Moved by Steve Adams

**CARRIED**

3. **Counsellor's reports:**

**Town of Slave Lake Report:** Nothing to report.

**MD Lesser Slave River Report:** Nothing to report.

**Confirmation of Next meeting:** June 12, 2024, at 6:00 PM

**Adjournment:**

**Motion 24-34:** to adjourn the meeting at 7:05 pm

Moved by Herfried Schmidt

**CARRIED**

*Charlotte Measor*

**Slave Lake Regional Library Board**  
**Special Meeting Minutes**  
**May 27, 2024**  
**SL Library Board Room**  
**6:00 p.m.**

**Call to Order:** by Angela Wright at 6:00 p.m.

**Attendance:** Steve Adams, Marcia McDermott, Kendra McRee, Leslie Sargunraj, Charlotte Measor, Jean Litz, Joy McGregor, Nancy Sand, Angela Wright

**Absent:** Herfried Schmidt, Huma Kashif

**Adoption of Agenda:**

**Motion 24-35:** to accept the agenda as presented.

Moved by Steve Adams

**CARRIED**

**New Business:**

1. **Library hours:** Kendra expressed concern that there seem to be more and more people accessing the library who are making staff uncomfortable and feeling unsafe. One solution that she presented was to close the library at 5:00 pm so that the younger staff was not left to intervene with unruly patrons on their own. Other suggestions to mitigate issues included asking for picture ID to use/access the computers, have a shorter access time, have the Security Personnel keep records of what she encounters on shift, have Security make more regular patrols. After discussion, 3 motions were made.

**Motion 24-36:** to update policy 4.0 to require Photo ID for adult computer use.

Moved by Steve Adams

**CARRIED**

**Motion 24-37:** to have the security company keep a daily log of activities and incidents encountered on their shift and provide a copy to the Library Manager daily.

Moved by Marcia McDermott

**CARRIED**

**Motion 24-38:** to update policy 4.0 to have a time limit of 30 minutes at a time and extended at the discretion of the staff.

Moved by Nancy Sand

**CARRIED**

**Confirmation of Next meeting:** June 12, 2024, at 6:00 PM

**Adjournment:**

**Motion 24-39:** to adjourn the meeting at 6:35 pm

Moved by Marcia McDermott

**CARRIED**

*Charlotte Measor*

