

**SLAVE LAKE REGIONAL LIBRARY BOARD
REGULAR MEETING
February 6, 2019
LIBRARY STAFF ROOM
6:00 PM
MINUTES**

Call to order: by Angela Wright @ 6:03 pm

Guest: none

Attendance: Kendra McRee, Angela Wright, Becky Peiffer, Joy McGregor, Jean Litz, Charlotte Measor, Brian Pitcairn, Graham McCullough, Herfried Schmidt

Absent: John Buck, April Steele

Motion 19:15: Adoption of Agenda: to accept as ammended. March's meeting will start at 6pm instead of 7 pm.

Moved by Charlotte Measor CARRIED

Motion 19:16: Approval of Minutes for the Regular Meeting of January 9th, 2019
Minutes were approved via e-mail January 22, 2019.

Correspondence:

1. PLS Technology Services IT service agreement needs approval.
2. PLS Plan of Service.
3. Royal Bank GIC renewal

Motion 19:17: Acceptance of correspondence as information.

Moved by Jean Litz CARRIED

Business Arising (Old Business)

1. Smith and Flatbush: grass cutting and snow removal-- MD is responsible. Lift in Flatbush still needs to be put into service. Location signage for Flatbush is ongoing.
2. Plan of Service 2019-2023

Motion 19:18: To approve the Plan of Service for 2019-2023.

Moved by Becky Peiffer CARRIED

3. PLSB Symposium Feb 21 & 22, 2019: Megan (Assistant Manager) will attend instead of Kendra McRee (Manager). Charlotte Measor will not be attending.
4. Slave Lake Legacy Scholarship: Members from the Board of the Slave Lake Legacy Scholarship will do a presentation at March's meeting.

5. Slate of Trustees – John Buck and Brian Pitcairn to fill out new application forms for Library Board to complete their next term. Approval required from Town of Slave Lake. Angela to contact John to advise.
6. Confidentiality Agreement – Herfried needs to complete new agreement.
7. Meeting with Scotia Bank - Manager had a meeting with the Scotia Bank to review whether it would be beneficial to switch from the Royal Bank.

Motion 19:19: For Jean and Herfried to investigate the rate that the banks (Royal and Scotia) pay for GIC's. Lock in at best rate for the GIC's.

Moved by Joy McGregor CARRIED

8. Community Foundation: Tracy Vavrek will attend for April 3rd, 2019 to go over the Fund with the Board.

Business Arising (New Business)

1. Elections for Library Board - Since we no longer have an Annual General Meeting a date is required to do elections and set up sub-committees. A November date was agreed to. Appointments to run from November to November.

Motion 19:20: To accept the date and terms for Elections and sub-committees.

Moved by Charlotte Measor CARRIED

2. Approval of Final Report –

Motion 19:21: To accept Final Report for PLS as presented.

Moved by Becky Peiffer CARRIED

3. Review of Policy 1.0 - Slave Lake Regional Library Trusteeship

Motion 19:22: To accept Policy 1.0 as presented

Moved by Charlotte Measor CARRIED

4. Review of Motions List 2018

Motion 19:23: To approve Motion List as presented

Moved by Brian Pitcairn CARRIED

Reports:

1. **Financial Report -**

Motion 19:24: To have the bookkeeper attend the Audit meeting with the auditor. Date to be determined.

Moved by Joy McGregor Seconded by Charlotte Measor CARRIED

Motion 19:25: To accept Financial Report as presented.

Moved by Brian Pitcairn Seconded by Charlotte Measor CARRIED

2. **Library Manager's Report** – Art wall is empty at present. Posted availability for Artist to show their work. Final Report completed. Plan of Service completed, 8 exam proctors conducted, Archives, programming.

Motion 19:26: To accept Library Manager's report as presented

Moved by Becky Peiffer CARRIED

Closed Session: Personnel

Motion 19:27: To go into closed session at 8:38 PM

Moved by Jean Litz CARRIED

Motion 19:28: To come out of closed session at 8:41 PM

Moved by Joy McGregor CARRIED

Confirmation of next meeting: March 6th, 2019 @ 6PM

Motion 19:29: To adjourn the meeting at 8:43 PM

Moved by Joy McGregor CARRIED

Action Items:

1. Herfried and Jean will check GIC rates and renew GIC's with best rates.
2. Herfried to sign new confidentiality agreement.
3. Angela to contact John re: Application for renewal of term.
4. Angela to contact bookkeeper to ask her to attend Audit meeting.

Angela Wright
Chairperson
Slave Lake Regional Library

