

Slave Lake Regional Library Board

Regular Meeting

March 6, 2019

Library Staff Room

6:00 PM

MINUTES

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

Guests: M.J. Kristoff, Joe McWilliams

Attendance: Brian Pitcairn, Graham McCullough, Joy McGregor, Jean Litz, Kendra McRee, Angela Wright, April Steele, John Buck, Becky Peiffer, Herfried Schmidt

Absent: Charlotte Measor

Motion 19:30: Motion to Adopt the Agenda as amended:

Moved by Joy McGregor CARRIED

Motion 19:31: Approval of minutes - regular meeting on February 6th 2019

Moved by Joy McGregor CARRIED

Guests: M.J. Kristoff and Joe McWilliams delivered us a cheque for \$30 000 for the Slave Lake Legacy Scholarship which will now be administered by the Slave Lake Regional Library Board. They explained the process of choosing the scholarship winners, the amounts that they are currently given and other specifics involved with how the scholarship is currently administered.

Correspondence:

Motion 19:32: To accept the correspondence as information.

Moved by Joy McGregor CARRIED

Business arising (Old Business)

1. Flatbush and Smith update from MD Rep - Nothing new. Becky will ask Russ for updates on the lift in Flatbush.
2. PLSB Symposium - Megan attended February 21st & 22nd, 2019. Summary given in Manager's report.
3. Slate of Trustees - updated. Angela will send to Kendra.
4. PLS Technology Services IT Agreement – basically the same as the previous agreement. The agreement lists which IT services are provided by PLS.

Motion 19:33: To approve the most recent PLS IT Service Agreement

Moved by Becky Peiffer Seconded by Jean Litz CARRIED

5. Confidentiality Agreement has now been signed by all trustees.
6. Bookkeeper attendance for audit presentation – once Kendra hears from Frankie when the Audit presentation will be she will notify Angela and Sherida.
7. Regular Slave Lake Regional Library Board Meeting date

Motion 19:34: To continue to hold the Slave Lake Regional Library Board regular meetings on the first Wednesday of each month at 7:00 pm (unless there is a guest presentation – then the meeting will be at an earlier time on the first Wednesday)

Moved by Joy McGregor

CARRIED

Business Arising (New Business)

1. Term appointments / New appointments

If the term of a trustee is up, it is not automatically renewed. The position needs to be advertised and open to applications.

2. 2018 Town of Slave Lake Maintenance Invoice - The invoice is over the budgeted amount. In the future, the estimate of the following year's maintenance and utility bill will be given to us by the Town by September 1st of each year as per the lease agreement.

Motion 19:35: To pay the 2018 Town of Slave Lake Maintenance and Utilities bill.

Moved by Joy McGregor

Seconded by April Steele

CARRIED

3. Chevron Grant Information - Graham McCullough's donation will be matched by Chevron once the paperwork is completed and sent in to be approved by Cheveron.

4. Policy Number 5.0 – Personnel policies for Slave Lake – Review: addition of criminal records checks for Library Staff

Motion 19:36: Motion to accept the addition to Policy 5.0.

Moved by April Steele

CARRIED

REPORTS:

1. **Financial Report** (presented by the Treasurer)

The G.I.C.'s were renewed in the following manner

- a. \$ 40,000 for 1.5 years at 2.4 % non-redeemable
- b. \$ 40,000 for 1 year at 1.5 % redeemable
- c. \$ 20,000 for 1 year redeemable

Motion 19:37: Motion that Jean Litz talk to the accountant to ask for advice of where to put the Legacy Scholarship Fund money.

Moved by Joy McGregor

Seconded by April Steele

Opposed by Brian Pitcairn

CARRIED

Motion 19:38: To accept the financial report as presented.

Moved by Brian Pitcairn

Seconded by Graham McCullough

CARRIED

2. Manager's Report

Motion 19:39: Motion to accept the Manager's report as presented.

Moved by Brian Pitciarn

CARRIED

Motion 19:40: To adjourn at 8:00 pm.

Moved by Joy McGregor

CARRIED

Confirmation of next meeting: April 3rd, 2019 @ 6PM

Guests: Community Foundation of Northwest Alberta - Tracy Vavrek

Email Motion19:41: To open an account at Royal Bank Canada solely for the Slave Lake Legacy Scholarship under the Slave Lake Regional Library Board bank accounts.

Moved by Jean Litz Seconded by April Steele

CARRIED

APPROVED VIA
EMAIL ON
MARCH 13, 2019.

