

Slave Lake Regional Library Board
Regular Meeting Minutes
February 9, 2022
TOSL Council Chambers
7:00 p.m.

Call to Order: By Angela Wright at 7:05 p.m.

Attendance: Angela Wright, Herfried Schmidt, Charlotte Measor, Huma Kashif, Marcia McDermott, Kim Hughes, Brandy Bolianatz, Kendra McRee

Absent: Nancy Sand, Jean Litz, Joy McGregor

MOTION 22-06: To adopt the agenda as amended with the following additions/deletions:

- Add 10. 2022 Budget Approval under Business Arising (Old Business)
- Add 4. Programming under Business Arising (New Business)
- Add Personnel under Closed Session

Moved by Kim Hughes

CARRIED

MOTION 22-07: To approve the minutes of the January 12, 2022, Regular Meeting as amended with the following change:

- Add "Minutes" after Regular Meeting in the title section.

Moved by Marcia McDermott

CARRIED

Correspondence:

- No correspondence presented.

Business Arising (Old Business)

1. Rural Libraries News

- Kendra McRee provided an update on activities at the Smith and Flatbush libraries in the absence of Nancy Sand. Highlights include:
 - Flatbush
 - Cold and snowy in Flatbush so fewer patrons.
 - Two seniors' pick-ups and delivery.
 - Craft kits gone but more will be available for Spring Day and Mother's Day.
 - Smith
 - Has been steady.
 - Receiving book donations.
 - No in-person programming at this time.

2. COVID Update

- Discussed Restrictions Exemption Program and capacity.

3. Slave Lake Library Evening Hours and Hiring of New Staff - Update

- As of March 19, 2022, open Monday, Wednesday, and Friday from 10:00 a.m. to 4:00 p.m. and Tuesday and Thursday from 10:00 a.m. to 8:00 p.m.

- Will open Saturdays from 10:00 a.m. to 3:00 p.m. in April.
 - New hire will be starting February 15, 2022.
4. Smith and Flatbush Lease Agreements – Follow-Up
 - Brandy Bolianatz confirmed that there are no lease agreements for Smith and Flatbush in place.
 5. Confidentiality Agreement
 - Kim Hughes has signed so agreements are now in place for all board members.
 6. Slave Lake Regional Library Board Members Orientation – Follow-Up
 - Mandate for how board should interact with staff. Board is responsible for Kendra McRee only. All staff should respect the chain of command.
 - In discussions where there may be a conflict of interest (financial benefit), the member should excuse themselves from the discussion and leave the room.
 - Board members represent the region, and not just the Town or MD who appointed them.
 - As per Ken Allan with Public Library Services, Alberta Municipal Affairs, the library board chair is responsible for ensuring new members of the board are oriented. New members should be onboarded prior to attending their first meeting.
 7. Reserve Accounts
 - 2021 Financial Statements are not completed. Reserve Accounts item to be tabled until April when we have more accurate numbers.
 - Would like to purchase new computers for Smith, Flatbush and Slave Lake.

MOTION 22-08: Move to approve the purchase of two new public computers each for Smith and Flatbush libraries from 2020 and 2021 unspent funds.

Moved by Charlotte Measor Seconded by Herfried Schmidt

CARRIED

8. Reserve Policy – Set Up Date for Policy Committee to Meet
 - Angela Wright to send out email to sub-committee members (Joy McGregor, Nancy Sand, Brandy Bolianatz and Kendra McRee) to set up Policy Committee meeting to review draft Review Policy.
9. GICs
 - Coming up for renewal February 18, 2022.
 - March GIC is auto renewed.
 - April GIC is for scholarship.

MOTION 22-09: Move to redeem GIC at 1-year redeemable rate of 0.6%, with interest at time of withdrawal.

Moved by Brandy Bolianatz Seconded by Kim Hughes

CARRIED

10. 2022 Budget Approval

- Town still in the budget process, but Kim Hughes has presented to Town Council with no concerns.
- MD would like Library Chair to present to their council. Angela Wright to speak to Nancy Sand.

Business Arising (New Business)

1. 2021 Motion List Review

- Review of Motion List is required once per year. Amendments required as follows:
 - Duplicate Motion 21-48 (to accept agenda as amended) to read as 21-48.1.
 - Duplicate Motion 21-55 (to adopt agenda as presented) to read 21-55.1.

MOTION 22-10: Move to amend the 2021 Motion List as noted.

Moved by Charlotte Measor

CARRIED

2. Annual Report

- Kendra McRee provided an overview of the Annual Report. Highlights include:
 - Slave Lake
 - 2,025 hours open
 - 7 staff total
 - Down on volunteers – 4 with 58.5 hours.
 - 31,580 print items
 - 4,941 non-print items
 - 18,702 total circulations
 - Proctored 13 exams
 - Total programs – 399
 - Total participants – 11,848
 - 0 outreach programs
 - 954 cardholders (down)
 - 1,560 workstation sessions
 - Accomplishments include Indigenous section on website; craft kits, take home kits; Blind Date with a Book
 - Smith
 - 712 hours open
 - 16 hours for curbside pickup per week
 - 861 hours – 2 staff
 - 83 hours – 5 volunteers
 - Total 5,583 print items
 - Total non-print – 1,819
 - 7,402 collection items
 - Total circulation 2, 608
 - 200 reference transactions
 - 1,200 in-person visits
 - 1,411 virtual visits
 - 18 programs, with 1,407 participants

- 78 cardholders
 - Accomplishments include take home kits and outdoor activities.
- Flatbush
 - 800 hours open
 - 16 hours per week
 - 2 staff – 816.25 hours
 - 6,310 print items
 - 1,063 non-print items
 - 7,373 physical collection
 - 2,668 total circulation
 - Accomplishments include craft corner.

MOTION 22-11: Move to approve the Annual Report as presented.

Moved by Charlotte Measor

CARRIED

3. Accountants

- New accountant would need to be approved by Town and MD Councils.
- Kendra McRee to research if there is an extra cost to have another representative from the firm review.

4. Programming

- Smith Library would like to resume in-person programming right away. Kendra McRee to research restrictions.

Reports

1. Financial Report

- Kendra McRee presented Financial Report on behalf of Treasurer. No notable items to report.

MOTION 22-12: Move to accept the Financial Report as presented.

Moved by Herfried Schmidt Seconded by Kim Hughes

CARRIED

2. Library Manager's Report

- Kendra McRee provided an update of activities for the month of January. Highlights include:
 - Annual Report
 - Local artist on art wall
 - Pair artwork with local writers
 - Met with Arts Council
 - Accepting donations
 - Closed for three days due to COVID
 - Year-end tasks
 - Programming activities included guessing game, craft bags, and book club.

MOTION 22-13: Move to accept the Library Manager's Report as presented.

Moved by Huma Kashif

CARRIED

MOTION 22-14: Move to go into Closed Session at 9:35 p.m.

Moved by Herfried Schmidt

CARRIED

MOTION 22-15: Move to go into Open Session at 9:52 p.m.

Moved by Herfried Schmidt

CARRIED

Confirmation of Next Meeting: March 9, 2022, at 7:00 p.m.

MOTION 22-16: To adjourn the meeting at 9:54 p.m.

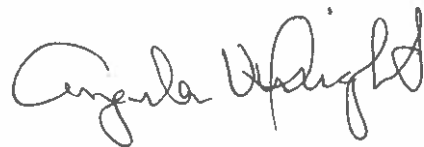
Moved by Brandy Bolianatz

CARRIED

Email MOTION 22-17 made on February 10, 2022: Move to change meeting start time from 7:00 p.m. to 6:00 p.m. effective March 9, 2022.

Moved by Marcia McDermott

CARRIED

A handwritten signature in cursive script, reading "Angela Updight". The signature is written in black ink and is centered on the page.

