

**Slave Lake Regional Library Board**  
**Regular Meeting Minutes**  
**January 12, 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, Nancy Sand, Jean Litz, Brandy Bolianatz, Kendra McRee

**Absent:** Kim Hughes, Joy McGregor

**MOTION 22-01:** To adopt the agenda as presented.

Moved by Marcia McDermott

**CARRIED**

**MOTION 22-02:** To approve the minutes of the December 8, 2021, Regular Meeting with the addition of Angela Wright under "Attendance."

Moved by Charlotte Measor

**CARRIED**

**Correspondence:**

- Peace Library System Plan of Service 2022-2024

**Business Arising (Old Business)**

1. Rural Libraries News
  - Nancy Sand provided an update on activities at the Smith and Flatbush libraries.
2. COVID Update
  - Nothing new to report
3. Slave Lake Library Evening Hours and Hiring of New Staff - Update
  - Slave Lake Library to open an extra hour to 5:00 p.m.
  - Scheduled 8 interviews but only two showed. Will hire in February.
4. Smith and Flatbush Lease Agreements – Follow-Up
  - Tabled until next meeting – Brandy Bolianatz to confirm and provide an update.
5. Moneris vs. Square
  - Moneris
    - POS machines \$44.10/month
    - \$529.20/year – no credit cards
  - Inquired on Library List Serv and all respondents except one said Square
  - Square
    - 2.65% on credit card transactions
    - \$.10 per debit transaction
    - \$399.00 one-time fee
    - \$20.00 for multiple rolls of paper

**Business Arising (New Business)**

1. Slave Lake Regional Library Board Members Orientation Training – Set-Up Date
  - Angela Wright has spoken to Ken Allan with Public Library Services, Alberta Municipal Affairs, to provide library board orientation. Possible dates: January 25, 26, or 27 from 6:00 to 8:00 p.m.
2. Confidentiality Agreement
  - With so many new members, will need to sign Conflict of Interest / Non-Disclosure Agreement
  - Discussion with regards to Brandy Bolianatz' position as EA to the CAO at the MD of Lesser Slave River and her position on the board as representative of the Town.
3. Reserve Accounts
  - Review of unspent funds for 2020 and 2021 due to COVID
  - Kendra McRee to speak with accountant regarding showing unspent funds on the Financial Statements and bring back to next meeting for further discussion.
4. Reserve Policies
  - Kendra McRee presented draft Reserve Policy for review. Will send to the Policy Sub-Committee for further review. Policy Sub-Committee to arrange meeting.

## Reports

1. Financial Report
  - Jean Litz, Treasurer, presented December 31, 2021, Year-to-Date report.
  - GICs to be discussed at the next meeting (Treasurer to go into bank to check into interest rates, as well as who we deal with).

**MOTION 22-03:** To accept the Financial Report as presented.

Moved by Charlotte Measor    Seconded by Marcia McDermott

**CARRIED**

2. Library Manager's Report

- Kendra McRee provided an update of activities for the month of December.

**MOTION 22-04:** To accept the Library Manager's Report as presented.

Moved by Charlotte Measor

**CARRIED**

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

**MOTION 22-05:** To adjourn the meeting at 8:55 p.m.

Moved by Brandy Bolianatz

**CARRIED**