

Sylvan Lake Municipal Library
Regular Monthly Meeting
Wednesday, June 14, 2017

The Sylvan Lake Municipal Library exists to provide access to comprehensive information in response to the needs of the community, to uphold the principles of intellectual freedom, and to promote cultural enrichment.

Present: Dwayne Stoesz (chair), Caroline Vandriel (Director), Kathy Inglis (Treasurer), Michael Dawe, Starla Fifield, Laurie Norris, Deb Parry, Shirley Allen (new member)

Regrets: Lynnette Baker, Chris Lust.

Absent: Jas Payne as Chris Lust's replacement

Guests: Megan Roth, Sylvan Lake News reporter

1. Call to order:
Dwayne called the meeting to order at 7:02PM
2. Emergency procedures
3. Approval of the Agenda: Additions or omissions
Laurie Norris made the motion to approve the agenda. Carried
4. Welcome Guests: Dwayne introduced our new member Shirley Allen and Megan Roth with the board members introducing themselves to them.
5. Approval of the minutes of May 10, 2017:
Laurie Norris made the motion to approve the minutes as presented. Carried.
6. Treasurer's Report: please see an abbreviated treasurer's report; Kathy also indicated that the auditor's fees for the work are coming in as the work is done so is not being billed or paid out as one lump sum. Also the donation from FOSSL was put in as a wrong line item; it will be corrected.

7. Librarian's report:

- Tracking numbers will be done on an hourly basis to see what is going on with attendance
- AB Culture Days grant application: Michael moved that a board member sign the application when it is completed and ready to send. Carried
- Full time staff are tired and over-whelmed right now. Work is not getting started and completed as planned as work load is too heavy
- Beach library program is being done by volunteers this summer as there is not enough time in clerk's days to be in the library and on the beach buddy wagon
- Alicia Daniels, our SRP programmer has jumped right in and all is going well.
- Letter from the public expressing her gratitude regarding a fund-raising letter sent out by Tammy. It was well written, explained everything clearly and used the word 'please'.
- Ant infestation: no response from the town. Does this need a push from the board? Dwayne will talk with Caroline on Monday to see if a letter is needed as a follow-up to the library's requests for help from the town.
- Jasper Park reservations for 2018 conference. Caroline has booked two rooms in the main lodge. 2 staff and 2 board members attend. Board spots are opened up in October or November and done by a draw.

8. Debit/credit card pay't: Caroline has done a comparison with ATB and Chase (Servus Credit Union's provider). Kathy moved that we go with Chase as our service provider and that we authorize Caroline to choose an appropriate day to close the library for staff training and re-programming the register. Carried.

9. New Business:

- Policy review: Canadian Federation of Library Association's policy re: intellectual freedom. Kathy questioned the 'respect and tolerance' part in this policy. Discussion followed with statements made that anything controversial regarding the bulletin and electronic boards should be brought to the Library Board. A further statement is that clarification should be from the Sylvan Lake Municipal Library's Policy and Procedure. This is to be tabled with Caroline bringing it back to the September meeting.
- Thank you notes to MLA's and PLSB: Caroline will get these done and Dwayne will sign them with her.
- Risk Management Plan: This is brought up from a meeting through The Library Association of Directors. Thoughts on doing a 'check and balance' with all board members giving this some thought and bringing their concerns to the September meeting where it will be discussed further.
- Board members:

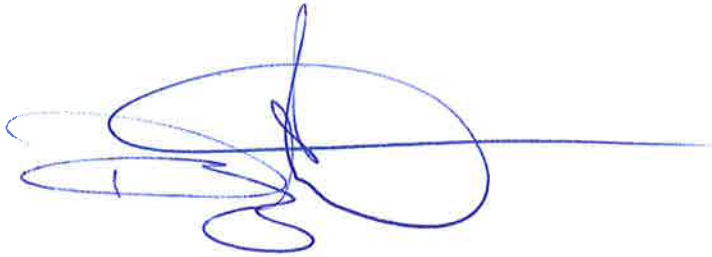
1. Code of conduct/ethics: to be confirmed and should be signed and kept as an 'active' document as long as one remains as a board member.
2. Michael Dawe: not certain whether he will be the Summer Villages representative on the board for the next year. He will be aware of this once their elections take place this summer. He has stated to the villages that he is willing to do this another year.
3. Laurie Norris: may or may not remain on the board. She will keep the board updated on her decisions.
4. Discussion regarding recruiting new members. Megan Roth indicated she is interested and will fill out an application.

10. Next Board Meeting is September 13 at 6:00PM – a pot luck supper meeting.

Kathy noted that the mixed media art from the 100th Anniversary project is now in the library and the other installments are throughout the town.

Discussion took place regarding the Nex Source Centre being a location for a 'Little Free Library'. Caroline will discuss it with the town's new rec director.

11. Adjournment at 8:08 by Dwayne

A handwritten signature in blue ink, consisting of several overlapping loops and a long horizontal line extending to the right.