



Town of Sylvan Lake Library Board  
Regular Monthly Meeting

February 8th, 2023  
Library Meeting Room

**MEETING MINUTES**

TIME: 6:30 p.m.

**MEMBERS PRESENT:** Jeri Wolf, Julie Maplethorpe, Briana Darbyshire, Teresa Rilling, Krista Anderson, Sean McWade, Alex Lambert, Carol Moore, Amanda Forbes

**Regrets:**

**Absent :**

**Guests:** Valerie Schellenberg (Bookkeeper)

Minutes Taken By: Sean McWade	Action to be taken:	By whom:	Timeline:
1. Call to order – 6:33 p.m. As part of our call to order, we respectfully acknowledge that we are meeting on Treaty 6 territory, traditional lands of First Nations and Métis Peoples. We are grateful for the Knowledge Keepers and Elders who have gone before us.			

<p>2. Approval of the Agenda</p> <ul style="list-style-type: none"> <li>a. Jeri added a new item re: Chinook's Edge School Division proposal</li> <li>b. Alex moved to accept the agenda as amended. Carried.</li> </ul>			
<p>3. Approval of the Minutes:</p> <ul style="list-style-type: none"> <li>a. Teresa moved to accept the minutes as amended. Carried.</li> </ul>			
<p>4. Communications</p> <ul style="list-style-type: none"> <li>a. Lease was received and will be reviewed by Briana.</li> <li>b. The Library Board was contacted by the Sylvan Lake News in regard to the open Library Director position. Briana answered questions that were published.</li> <li>c. A meeting is scheduled with the bank for this week to update signatures and ensure signing authority is up to date.</li> </ul>			
<p>5. Financials</p> <ul style="list-style-type: none"> <li>a. Treasurer's Report</li> </ul> <p>Daily Banking: \$41,979.68  Board Savings: \$80,070.60  GIC 1: \$160,694.28 (matures in June 2023)  GIC 2: \$80,941.95 (matures in March 2023)</p> <p>Briana moved to have her report accepted as presented. Carol seconded. Carried.</p> <p>Additionally:</p> <p>Discussing the GIC 1, these additional funds are allocated for operations.  Sean moved to move the funds from GIC 1 to the Daily Banking account in the event that these funds are needed if there is a delay in budget approvals. Teresa seconded. Carried.  Carol moved to renew the GIC 2 for a 15 month non-redeemable GIC rate of 4.8%. Teresa seconded. Carried.</p>			

<p>Amanda moved to approve Valerie as a viewing authority on bank details. Krista seconded. Carried.</p>			
<p>6. Library Operations  a. Director's Update - See February package for details.  b. Programming Update - See February package for details.</p>			
<p>7. New Items  a. Review discussion updates re: 2022 expense to be realised in 2023  i. Briana moved to add the accrued expenses from previous year as a new line in the 2023 proposed budget. Amanda seconded. Carried.  ii. Sean moved to allow the full dollar amount be available for "books and materials" line on this year's new purchases. Teresa seconded. Carried.  b. Updates required for Canada Revenue Agency  i. Alex moved to remove authorization of all past names listed as approved contacts with CRA, with the exception of BDO and Valerie Schellenberg. Carol seconded. Carried.  ii. Carol moved to add both Amanda Forbes and Briana Darbyshire as an approved contact with CRA. Sean seconded. Carried.  iii. Amanda moved to give Valerie Schellenberg level 3 authorization with CRA. Briana seconded. Carried.  c. Chinook's Edge School Division proposal  i. Jeri shared information provided by Chinook's Edge School Division regarding a potential collaboration between public and school libraries. Conversation on this topic will continue more once a new Library Director is hired.</p>	<p>Provide necessary information to Valerie for CRA authorization update</p>	<p>Briana and Amanda</p>	<p>February 2023</p>

<p>8. Open Items</p> <ul style="list-style-type: none"> <li>a. 2022 Annual Report (Item D) <ul style="list-style-type: none"> <li>i. Briana moved to approve the Annual Report as amended. Alex seconded. Carried.</li> </ul> </li> <li>b. Budget 2023 Update - budget deliberations are continuing.</li> </ul>			
<p>9. Policy</p> <ul style="list-style-type: none"> <li>a. Personnel Policy <ul style="list-style-type: none"> <li>i. Updates to the Personnel Policy were shared by the Personnel Policy Committee.</li> <li>ii. Briana moved to accept the updated Personnel Policy as amended. Carried.</li> </ul> </li> </ul>			
<p>10. Information and Updates</p> <ul style="list-style-type: none"> <li>a. Teresa moved to move the discussion in camera at 8:44 pm. Carried.</li> <li>b. Briana moved to end the in camera sessions at 8:58 pm. Carried.</li> <li>c. Amanda moved to move forward with the hiring process of the Library Director with interviews to commence as soon as possible. Carried.</li> </ul>			
<p>11. Next meeting: March 8, 2023 at 6:30pm.</p>			
<p>12. Adjournment: Carol moved to adjourn at 8:59 p.m.</p>			

*[Handwritten Signature]*  
Mar 8, 2023.