



Town of Sylvan Lake Library Board
Regular Monthly Meeting

Programming Room

MEETING MINUTES

TIME: 6:30 p.m.

MEMBERS PRESENT: Alex Lambert, Amanda Forbes, Jas Payne, Haley Amendt, Krista Anderson, Carol Moore, Julie Maplethorpe (non-voting)

Regrets: None

Absent : Wendy Sauvageau

Guests:

Note : All minute items labelled with “*” correspond to additional information provided in the board meeting agenda package.

	Action to be taken:	By whom:	Timeline:
<p>1. Call to Order and Land Acknowledgment</p> <ul style="list-style-type: none"> a. The meeting was called to order at 6:34 pm b. The meeting is being chaired by Carol Moore. 			

Acceptance of the Minutes: _____

<p>b. Carol made a motion to come out of the closed session. All in favour. Carried.</p> <p>3.2. Audit RFP</p> <ul style="list-style-type: none"> ● Open discussion regarding the need for a full audit vs a financial review. ● BDO is offering an audit for \$14,000 with expected yearly increases. This is 7% over budget. ● There was an open discussion regarding whether The Town of Sylvan Lake’s bylaws require a full audit and Parkland only requires a financial review. Jas has suggested talking with Daren from the town regarding this matter. ● This will be tabled until next month after we find out more information from the town. Agreement that we should stay with BDO if possible. ● The four possible auditors include: <ol style="list-style-type: none"> 1. Allen J Howe. 2. MNP 3. Dexteritas 4. BDO <p>3.3. Policies for Discussion</p> <p>a. Personnel Policy</p> <ul style="list-style-type: none"> ● Policy review of the M drive. can be removed ● Under the management team, change the wording from library technician to library technician/ assistant. (Also on pg. 25) ● I updated the organisational chart and discussed the marketing position that was taken out of the budget. ● Remove the part about covid vaccine and refer to AHS guidelines. ● Remove the section regarding relatives, and add a definition to the definition section. ● In-lieu hours. A question was raised regarding allowing in-lieu hours to be carried forward into the next budget year. Jas suggested that we ask for 			
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