



Town of Sylvan Lake Library Board  
Regular Monthly Meeting

June 12th, 2024  
Programming Room

**MEETING MINUTES**  
TIME: 6:30 p.m.

**MEMBERS PRESENT:** Krista Anderson, Carol Moore, Amanda Forbes, Jonatan Roy, Jas Payne, Haley Amendt, Alex Lambert.  
**Regrets:** Julie Maplethorpe  
**Absent :**  
**Guests:**

Note : All minute items labelled with "\*" corresponds to additional information provided in the board meeting agenda package.

	Action to be taken:	By whom:	Timeline:
<b>1. Call to Order and Land Acknowledgment</b> a. The meeting was called to order at 6:28 pm b. 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			

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<p>Peoples. We are grateful for the Knowledge Keepers and Elders who have gone before us.</p> <p>c. Carol will be chairing the meeting.</p> <p><b>1.1. Approval of the Agenda</b> 3.2 added. Amanda moved to accept the agenda as amended</p> <p><b>1.2. Approval of the Minutes*</b> Jonatan moved to accept the minutes as amended, seconded by Alex. Carried.</p> <p><b>1.3. Board Chair Communication</b> There was no board chair communication.</p> <p><b>1.4. Motions made via email</b> No motions made via email</p>			
<p><b>2. Items for Decision</b></p> <p><b>2.1. Ad-hoc Budget Committee</b> Amanda, Carol and Haley will form the Ad-Hoc budget committee. The committee will meet over the summer to work on the budget that will be presented at the September meeting. Alex made the motion and it was seconded by Amanda. Carried</p> <p><b>2.2. Library Finance Structure*</b> <b>a. Finance Policy DRAFT</b> The two GIC's need to be addressed before June 14th. GIC #1- 15 month, \$85,817.38 GIC #2 2 year, \$162,622.61</p>	<p>Ad-hoc Committee will be formed.</p>	<p>Amanda, Carol and Haley</p>	<p>During the summer months</p>

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<p>Haley recommended that the library board open a cashable GIC to act as an operating reserve and transfer the 2023 surplus into this account. Haley also recommended changes to the finance policy to reflect the library board's saving goals.</p> <p>A discussion was had about the current structure of the library's finances including the 2023 surplus and potentially running a deficit budget in 2025 as a show of good faith.</p> <ul style="list-style-type: none"> <li>• Amanda moved to open a cashable GIC and transfer the \$75,825 surplus into the cashable GIC, Carol seconded. Carried</li> <li>• Carol moved to approve the finance policy as amended, Jas Seconded. Carried.</li> </ul> <p><b>2.3. Website Concerns*</b></p> <p><b>a. Letter to PRLS*</b></p> <p>Concerns were brought forward regarding the new library website from Parkland. The new website has created problems for our clients to access our website from Parklands main website. There have also been complaints and concerns about navigating the new website and the ease of use for patrons.</p> <p>A letter will be drafted and sent to Parkland to address these concerns. Haley will include other libraries in this correspondence to hopefully get some support to have Parkland address these problems and find a solution.</p> <p>We will also see if it is possible to have this item added to the agenda at Parklands next meeting.</p> <p>Jas made the motion to send a letter to Parkland Library, including library managers. We will also forward it to the board chairs, Carol seconded. carried.</p>	<p>GICs will be updated</p> <p>A letter will be sent to Parkland to address these concerns. The other libraries will also be included in this correspondence.</p>	<p>Finance committee</p>	<p>By June 14th</p>
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<p><b>3. Items for Discussion</b></p> <p><b>3.1. Policies for Discussions</b></p> <p><b>a. Programs and Test Rooms*</b>  Updated the equipment that is listed.  Currently, the policies do not allow for the programming room to be rented out for social purposes. It was decided to not change the policy. The room is being heavily used for programming and there would not be available times to rent it out regardless.</p> <p><b>b. FOIP Policy (confidentiality)*</b>  We will add the oath of confidentiality.</p> <p><b>3.2 .</b> It was brought to the committee's attention that there have been some negative comments made about books and materials at the library. A couple of community members have approached The Town of Sylvan Lake, comments have been made to library staff, also comments have been made on social media about censorship.</p>			
<p><b>4. Items for Information</b></p> <p><b>4.1. Treasurer's Report</b>  <b>Agenda Item: Treasurer's Report</b>  Date: June 12, 2024  Prepared by: Amanda Forbes  Account Balances: (as of June 5)  Daily Banking: \$253,960.01  GIC 1: \$162,622.61 (Matures June 2025)  GIC 2: \$85,817.38 (Matures June 2024)</p> <p><b>New Issues:</b></p>			

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<p><b>GIC #2 will mature on June 14, 2024, and options for renewal will be brought forward to the meeting.</b>          Choices for the GIC          1 year 4.8%          18 months 4.6%          2 year, 4.45%          3 year, 4.3%          Amanda made the motion to renew at 2 years, 4.45 % Jas seconded. Carried.</p> <p><b>4.2. Library Projections*</b></p> <p><b>4.3. Director's Report*</b></p> <p><b>4.4. Programming Report*</b></p> <p><b>4.5. Community Updates (Round Table)</b></p> <p>Amanda moved to accept the items, Krista seconded. Carried.</p>			
<p>1. Next meeting: September 11th.@6:30pm</p>			
<p>2. Adjournment: adjourned the meeting at 8:37 pm</p>			

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