



Town of Sylvan Lake Library Board
Regular Monthly Meeting

Program Room Wednesday, September 11, 2024, 6:30 p.m.

MEETING MINUTES

TIME: 6:30 p.m.

MEMBERS PRESENT: Krista Anderson, Carol Moore, Jonatan Roy, Jas Payne, Haley Amendt, Amanda Forbes (online), Alex Lambert.

Regrets:

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:
1. Call to Order and Land Acknowledgment a. The meeting was called to order at 6:29 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			

Approved Carol Moore, Date October 9, 2024

<p>Peoples. We are grateful for the Knowledge Keepers and Elders who have gone before us.</p> <p>c. The meeting will be chaired by Carol Moore</p> <p>1.1. Approval of the Agenda Alex, moved to accept the agenda seconded by Carol. Carried.</p> <p>1.2. Approval of the Minutes* Jas, moved to accept the minutes, Jonatan seconded. Carried.</p> <p>1.3. Board Chair Communication 1.3 a. Email communication. We received a response from parkland regarding the website. An email has been sent out regarding fixing some of the problems that have been identified. The navigation of the website has been identified as a priority. A survey regarding the website has also been sent out. 1.3b. A letter from the Alberta Government, Libraries Services Grant, regarding the direct deposit of \$91,970 1. 3.c. The Summer Villages have submitted a letter of resignation from the board of directors. As the Summer Villages will no longer have a voting member, they will not be sending a representative.</p> <p>1.4. Motions made via email No motions made via email</p>			
<p>2. Items for Decision</p> <p>2.1. a. Programs and test rooms During the last board meeting there was discussion about test room policy. The proposed updates reflect these changes. motion to accept changes by Jas, Jonatan moved to accept, Carried</p> <p>b. FOIP Policy and confidentiality.</p>			

Approved Carol Moore, Date October 9, 2024

<p>Changes that were discussed from the June meeting. Confidentiality of our cardholders. We track attendance of patrons in programs for safety purposes, but not for data collection or information gathering. motion to accept policy as made, Jas moved to accept, Carried</p> <p>2.2. Operating Grant transfer Alex has made the motion to move the Public Library Operating Grant of \$91,970 from the Town of Sylvan Lake Library Board Account. Jas has seconded, carried.</p> <p>2.3. Increase Credit Card Limit Haley has requested to increase the credit card limit from \$5,000 to \$10,000 Jas, has made the motion to increase the credit card to \$10,000, Alex has seconded, Carried</p>			
<p>3. Items for Discussion</p> <p>3.1. 2025 Budget The Financial committee met on July 25th, they are proposing a 2% increase. and to make membership free to the public. Haley will be asking The Town of Sylvan Lake for a ~\$9,000 increase, which is only a 2% at the Council meeting presentation on October 15th. There was discussion regarding the new line items, marketing and promotions, and the free little library line. Alex has made the motion to approve the 2025 budget and to be presented to council, Jonatan seconded. Moved</p>			
<p>4. Items for Information</p> <p>4.1. Treasurer's Report* Account Balances: (as of September 5) In the operating account. Daily Banking: \$263,277.59 GIC 1: \$169,452.76 (Matures June 2025)</p>			

GIC 2: \$86,823.21 (Matures June 2026)
High Yield Savings Account: \$92,319.22
2024 Operating Grant needs to be transferred into our Operating Account.

4.2. Director's Report*

Community reports to the board and the community regarding staff changes,

- Vanessa was let go, she was compensated. An outreach programmer has been identified as a need , and interviews have started.
- Two new library clerks were hired in July.
- Air conditioning has been acting up but should be fixed now.
- Confirmation for new flooring in staff area, planning for 4 day closure.
- It was a very busy summer.
- The book sale made over \$4,000
- A fundraising group will be starting soon.
- The name that tune fundraiser, raised enough to purchase a PS5 and a new T.V
- We will be starting a buddy reading group.

4.3. 4.4. Programming Report*

- Mckenna did a great job in the summer reading program.
- The French program was very busy, and in high demand.
- The stained glass workshops have been very popular
- The cocktail making workshop was very successful, non-alcoholic was also available.
- Roblox was well attended.
- A quarterly calendar has been started, instead of monthly.

4.4. 4.5. Community Updates (Round Table)

Carol moved to accept the items as information. Carried.			
1. Next meeting: October 9, 2024 @6:30pm			
2. Adjournment: The meeting was adjourned at 7:52 pm			

Approved Carol Moore, Date October 9, 2024