



Town of Sylvan Lake Library Board  
Regular Monthly Meeting

February 12th, 2025  
Programming Room

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

**MEMBERS PRESENT:** Krista, Carol, Jonatan, Haley, Joe  
**Regrets:** Amanda Forbes, Jas Payne  
**Absent :**  
**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:
<b>1. Call to Order and Land Acknowledgment</b> a. The meeting was called to order at 6:24 pm b. As part of our call to order, we respectfully acknowledge that we are meeting on Treaty 6 territory, the traditional lands of First Nations and			

Approved Carl Moore, Date March 12/25

<p>Métis Peoples. We are grateful for the Knowledge Keepers and Elders who have gone before us.</p> <p><b>1.1. Approval of the Agenda</b> Krista moved to accept the agenda. Carried.</p> <p><b>1.2. Approval of the Minutes*</b> Krista moved to accept the minutes. Carried.</p> <p><b>1.3. Board Chair Communication</b> a. A call has been put out for board members. We currently have 6 board members but will be losing one in September.</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. Policies for Decision</b></p> <p>a. Records Retention Policy* Small revisions were made to the existing policy. Jonatan made a motion to accept and Krista seconded. Carried</p> <p>b. Hours of Operation Some revisions were made for the library to be closed on Statutory holidays and one day for professional development throughout the year. Carol made the motion to accept Jonatan seconded. Carried</p> <p><b>2.2. 2024 Annual Report</b> The Annual report was prepared for the board to review Joe made a motion to accept the Annual Report to be filed, and Carol seconded. Carried.</p>			

Approved Carl Moore, Date March 12/25

<p><b>3. Items for Discussion</b></p> <p><b>3.1. Policies for Discussion</b></p> <p>a. Gifts and Donation Policy*</p> <p>The board discussed the portion of the policy that discusses naming rights. The board would like to consult the town regarding naming policies. We should consider the gifts and donation recognition levels.</p>			
<p><b>4. Items for Information</b></p> <p><b>4.1. Treasurers Report</b></p> <p>Agenda Item: Treasurer’s Report  Date: February 5, 2025,  Prepared by: Haley Amendt on behalf of Amanda Forbes  Account Balances: (as of Feb 5, 2025)  Daily Banking: \$193,503.27  Cashable GIC: \$75,825.00  GIC 1: \$169,452.76 (Matures June 2025)  GIC 2: \$86,823.21 (Matures June 2026)</p> <p><b>TOWN OF SYLVAN LAKE LIBRARY BOARD – Business</b>  Business High Yield Savings - \$92,941.08</p> <p><b>Resolved Issues:</b>  Up MasterCard spending limit to \$10,000</p> <ul style="list-style-type: none"> <li>September 2024 minutes: 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, and Alex has seconded, Carried</li> </ul> <p><b>Ongoing Issues:</b></p> <p><b>Transfer operating grant</b></p> <ul style="list-style-type: none"> <li>September 2024 minutes: 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.</li> </ul> <p><b>4.2. Director’s Report*</b></p>			

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<ul style="list-style-type: none"> <li>● There have been some issues with patrons. Bylaw has offered to handle this situation with a specific patron who will not be allowed access to the property.</li> <li>● Library managers have been meeting to discuss the ongoing concerns. Parkland has not yet responded to the letter that has been sent.</li> <li>● The library has asked the Town to do some electrical work in the staff area. Darryl will provide some numbers for the proposed work on the network, and electrical outlets, also the supernet is not sufficient. We need this updated.</li> <li>● Focus communication, Sue will start work on the 26th for the strategic plan. 10 am to 1 pm. They will begin by analysing data on what the community wants. Another goal is to focus on a new facility.</li> <li>● Haley will be adjudicating Young Canada Works grant applications</li> <li>● Haley has been asked to mentor the new manager for the Lac La Biche library.</li> <li>● Chinook's Edge school division is in discussion to institute library cards for teachers in the name of the school, for resources without the card being specific to personal accounts.</li> </ul> <p><b>4.3. Programming Report*</b> Joe made a motion to accept the items as information, Carried.</p>			
<p>1. Next meeting: March 12th @6:30pm</p>			
<p>2. Adjournment: Carol adjourned the meeting at 7:19 pm</p>			

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