



Town of Sylvan Lake Library Board  
Regular Monthly Meeting

February 14th, 2024  
Programming Room

**MEETING MINUTES**

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

**MEMBERS PRESENT:** Alex Lambert, Carol Moore, Amanda Forbes, Julie Maplethorpe, Krista Anderson, Jas Payne, Haley Amendt

**Regrets:** Wendy Sauvageau, Jonatan Plamondon-Roy

**Absent:** None

**Guests:** None

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> <ol style="list-style-type: none"> <li>a. The meeting was called to order at 6:35 pm</li> <li>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</li> </ol>			

<p>Peoples. We are grateful for the Knowledge Keepers and Elders who have gone before us.</p> <p>c. Carol has chaired the meeting.</p> <p><b>1.1. Approval of the Agenda</b>  Carol has asked to add a closed session, 4.4  Alex moved to accept the agenda as amended. Carried.</p> <p><b>1.2. Approval of the Minutes*</b>  Prior to the approval of the agenda, it was requested that the board of directors clarify the role of the Summer Villages representative. Is the Summer Villages representative a voting member of the board of directors? It was clarified that the Summer Villages representative will not be a voting member.  The January meeting minutes had a couple of motions made by the Summer Villages representative. The January Meeting Minutes will be adjusted for the following motions.  <i>2.1 to approve personnel committee and to come out of camera.</i>  Alex made a motion to approve the minutes as amended. Carried.</p> <p><b>1.3. Board Chair Communication</b>  No Board Chair Communication</p> <p><b>1.4. Motions made via email</b>  No motions made via email</p>			
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<p><b>2. Items for Decision</b></p> <p><b>2.1. Annual Report Approval</b>  The annual report is due at the end of February 2024.  There were three corrections requested on the annual report.</p> <ul style="list-style-type: none"> <li>● One phone number correction.</li> <li>● One email correction.</li> <li>● The section regarding whether the library has a technology plan was adjusted to yes</li> </ul> <p>Jas made a motion to approve the Annual Report with amendments.  Carried</p> <p><b>2.2. Carstairs Letter of Support</b>  Carstairs has contacted multiple libraries, including The Town of Sylvan Lake Library, to request letters of support. Carstairs would like the Parkland Regional Library System to consider joining the Regional Automation Consortium (TRAC). Carstairs is looking for support from other libraries to join in this request to Parkland.  Amanda moved to that the Board not to add our name to the letter of support. Carried.</p> <p><b>2.3. Policies for Decision</b>  Details</p> <p>a. Personnel Policy  Haley reached out to Roxanne for consultation regarding the suggested changes to the personnel policy. These suggestions reflect and align with the Town of Sylvan Lake Personnel Policies.</p> <p>Alex moved to approve the personnel policy. Carried</p>			
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<p><b>3. Items for Discussion</b></p> <p><b>3.1. Policies for Discussion</b></p> <p>a. Collection Development We need to remove FOSIL (friends of the library) from the policy; FOSIL disbanded in 2022.</p> <p>b. Programming The programming policy was reviewed recently. There were no recommendations for changes to the policies.</p>			
<p><b>4. Items for Information</b></p> <p><b>4.1. Treasurer's Report</b> Treasurer's Report Date: February 7, 2024 Prepared by: Treasurer Account Balances: (as of February 7) Daily Banking: \$300,085.68 GIC 1: \$162,622.61 (Matures June 2025) GIC 2: \$81,994.20 (Matures June 2024) Ongoing Issues: The updating of signers and online administrators for bank accounts, as per the motions made at the November meeting, is almost complete. The documents are with the signers for sign-off.</p> <p>Profit and loss report* There was a 2023 surplus primarily due to salary line because of changes with staff.</p> <p><b>4.2. Director's Report</b> Haley updated the board regarding the ongoing discussion whether the Library requires a full audit or a financial review yearly, and an official audit every three years.</p>			

<p>Haley is looking into applying for some extra grants to help offset costs for programs.</p> <p>4.3. Programming Report</p> <p>4.4. Closed session</p> <p>Amanda made the motion to enter into a closed session at 7:35 pm</p> <p>Amanda made the motion to end the closed session at 8:27 pm</p> <p>Jas moved to accept the items as information. Carried.</p>			
<p>1. Next meeting: March 5th, 2024, 6:30pm</p>			
<p>2. Adjournment: adjourned the meeting at 8:29 pm</p>			