



**Town of Sylvan Lake Library Board
Regular Monthly Meeting**

May 8, 2024
Programming Room

MEETING MINUTES

TIME: 6:30 p.m.

MEMBERS PRESENT: Carol Moore (Chair), Jas Payne, Amanda Forbes, Jonatan Roy, Haley Amendt (Note Taker)

Regrets: Julie Maplethrope, Alexandra Lambert, Krista Anderson

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 6:40pm 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			

Peoples. We are grateful for the Knowledge Keepers and Elders who have gone before us. 1.1. Approval of the Agenda Carol moved to accept the agenda as amended. Carried. 1.2. Approval of the Minutes* Carol moved to accept the minutes as amended. Carried. 1.3. Board Chair Communication None 1.4. Motions made via email No motions made via email			
2. Items for Decision 2.1. Approval of the Financial Review - Mitch from BDO presented the 2023 Financial Review. It was a clean review. Jas moved to accept the Financial Review as presented. Amanda Seconded. Carried 2.2. Operating Grant Approval - Haley presented the operating grant, including the 2023 application for financial assistance, the approved 2023 Financial Statements, the approved 2024 budget, and the 2023 direct payments submitted by Darren Moore of the Town of Sylvan Lake. - A request was made to change the name of the Library to Town of Sylvan Lake Library Board. Amanda moved to approve the Operating Grant as amended, seconded by Jas. Carried 2.3. Policies for Decision: Communication Policy - Haley Communication Policy with the recommended changes from the March board meeting.			

• It was noted that the policy was written for Board Packages to be posted on the library website. A concern was raised by in a previous board meeting that by doing this board member contact information would be made public as the Annual Report is included in the board package. • It was requested that the policy be change to include the posting of board agendas rather than the full package. • The approval date will also be changed to reflect the date of approval. Carol moved to approve the Communication Policy as amended. Carried 2.4. Charging Station • Haley presented a request to spend up to \$1000 of fundraised funds to purchase a charging station. • A discussion was held and it was determined that because the fundraiser, to purchase technology items for the library, had been previously approved by the board there was no need for board approval to use these funds for the intended purpose. 2.5. Staff Space Update • Haley presented a request to purchase new office furniture for staff. • A discussion was held about the current staff space, workflow, and the impact of the required library closure. Jas moved to use up to \$5000 of general reserve funding for the purchase of new office furniture, seconded by Amanda. Carried			
3. Items for Discussion 3.1. Parkland Conference Closure • Haley presented a request to close the library on September 23 to allow all staff to attend the Parkland Gather, Grow, Give conference. • A discussion was held about the implications of closing the library. • It was recommended that the Director try to align the required closer for new flooring with this conference. In the case that the			

required closer could not align, the Director should not close the library and send staff who had not had the recent opportunity to attend PD.			
4. Items for Information 4.1. Treasurers Report* • A discussion was held about the structure of the Library's accounts and investments. • It was recommended that Haley reach out to Darren Moore from the Town of Sylvan Lake to get recommendations for potential changes. 4.2. Director's Report* 4.3. Programming Report* 4.4. Community Updates Carol moved to accept the items as information. Carried.			
1. Next meeting: June 12 @6:30pm			
2. Adjournment: Carol adjourned the meeting at 8:12pm			