

Town of Sylvan Lake Library Board
Regular Meeting – Program Room
Wednesday, September 10th 2025, 7:00 p.m.

Members Present: Carol Moore, Megan Hanson, Mariah Dutton, Krista Anderson, Jonatan Plamondon-Roy, Joe Iwanicki, Corrine Pauluk, Susan Samson (online)

Regrets:

Absent : Jessica McMurran

Guests:

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

1. Call to Order and Land Acknowledgment

1.1. Approval of the Agenda*

- Carol called the meeting to order at 7:02 pm
- 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.
- Carol chaired the meeting.

1.2. Approval of the Minutes from June*

Jonatan made a motion to approve the minutes as amended, *CARRIED*

1.3. Board Communication

Proclamation of the Access to Information Act and Regulations* ATIA (Access to Information Act, has changed from previous FOIP. We will be looking at this to update.

1.4. Virtual Votes

Resolved GIC 1: \$169,452.76 will matured June 20th. June 13, 2025 Corrinne moved that the board approve the investment of available business funds into a 1-year non-redeemable Guaranteed Investment Certificate (GIC) at a rate of 2.9% through Servus Credit Union. Seconded by Susan. *CARRIED*

2. Items for Decision

2.1. Policies for Decision

a) Personnel Policy*

The Personnel Policy was reviewed at the June board meeting. Duplicate sections were removed, or moved to appropriate sections.

Pg. 13 of policy. Reimbursement section, the policy was reworded for clarity and understanding.

Pg. 22 wording was updated to the more specific

Pg. 23- edited for clarity

Pg. 24- added sexual harassment. 2.2 of the procedure was updated for clarity.

Pg. 27- Use Sylvan Lake instead of using the word *city*.

Jonatan made the motion to approve the personal policy as amended. Joe seconded, *CARRIED*

b) Volunteer Policy*

Approved: Carol Moore

Date: October 15/25

The Town of Sylvan Lake policy, uses the wording, willingness to get a criminal record check. The Library will also adapt this wording. The Library will also remove the criteria for a vulnerable sector check as well, since the RCMP in Sylvan Lake is not currently able to provide vulnerable sector checks.

Drivers abstract needs to be added.

Carol made the motion to approve the Volunteer policy as amended. Jonatan seconds, *CARRIED*

2.2. Request for Purchase – Garbage bins*

Request to purchase 4 bins, 2 recycling and 2 garbage bins.

Carol made the motion to spend up to \$2000, Jonatan seconded, *CARRIED*

3. Items for Discussion

3.1. 2026 – 2030 Strategic plan*

The strategic plan was presented and discussed. The Strategic plan and implementation will be added to the board pkg and board meetings.

Corrine made the motion to accept the 2026- 2030 Strategic plan. *CARRIED*

3.2. 2026 Budget Option Details

2026 Budget Draft

Discussion ensued regarding the different options for the 2026 budget.

Moving to the October meeting for decision.

4. Items for Information

4.1. Treasurer's Report*

Date: September 4, 2025

Prepared by: Haley Amend on behalf of Mariah Dutton

SL LIBRARY OPERATING – Business Account Balances: (as of September 4, 2025)

Daily Banking: \$180,622.35

Cashable GIC: \$75,825.00 (Matures Oct 2025)

GIC 1: \$176,569.78 (Matures June 2025)

GIC 2: \$90,686.84 (Matures June 2026)

TOWN OF SYLVAN LAKE LIBRARY BOARD – Business High Yield Savings - \$93,228.89

4.2. Transfer 2024 year-end surplus. In 2024, we ended the year with a surplus of \$67,909.79.

This is due to unexpected income in interest, memberships, printing, and donations. We also were underspent on salaries and employer contributions due to a full-time position vacancy that was later filled with part-time staff.

Joe Moved to transfer the 2024 surplus \$67,909.79 from our operating account (MICR number 635337464074) into our cashable GIC (MICR number 390802610901) Corrine seconded, *CARRIED*

4.3. Transfer 2025 Operational Grant: We have received our operating grant from the provincial government and need to transfer the fundings into our operating account so the amount can be used for future expenses.

Approved: _____

Carol Moore

Date: _____

Oct 15/25

Meghan Moves to transfer the operating grant \$93,230.13 from the Town of Sylvan Lake Library Board Business account (MICR number 636720070676) to the SL Library Operating account (MICR number 635337464074 Carol Seconded, *CARRIED*

4.4 Cashable GIC Matures October 4th: The cashable GIC acts as our operating reserve. As per our Finance policy, an operating reserve as follow: unrestricted fund balance set aside to stabilize the Library's finances by providing a cushion against unexpected events, loss of income, and large unbudgeted expenses. This GIC matures October 4th and can be renewed at the following rates:

- 1 Yr. Non-Redeemable – 2.625%
- 1 Yr. Redeemable - 2.15%

Jonatan moves to renew our cashable GIC (MICR number 390802610901) at the rate of 2.15% for a one year term redeemable. Joe Seconded, *CARRIED*

4.2. Director's Report*

General conversation regarding the Directors report as presented.

4.3. Programming Report*

General conversation regarding the Programming reports

Jonatan made the motion to accept the items for discussion. *CARRIED*

5. Closed Session

5.1. Directors Review**

Carol made the motion to go into camera

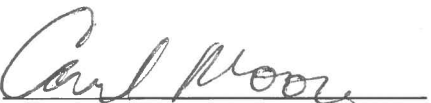
Mariah, moves to go out of camera. *CARRIED*

Carol made the motion to carry this item forward to the October meeting in order to allow everyone a chance to review the information. *CARRIED*

6. Next Meeting Date: October 15, 2025 at 6:30pm

Joe made the motion to adjourn at 9:13 pm *CARRIED*

Approved:



Date:

