



Town of Sylvan Lake Library Board
Regular Monthly Meeting
November 13th, 2024
Programming Room

MEETING MINUTES

TIME: 6:30 p.m.

MEMBERS PRESENT: Krista Anderson, Carol Moore, Jonatan Roy, Haley Amendt, Amanda Forbes,

Regrets: Jas Payne

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 6:30 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			

Métis Peoples. We are grateful for the Knowledge Keepers and Elders who have gone before us. c. Carol will chair the meeting. 1.1. Approval of the Agenda Adding new board member application Amanda moved to accept the agenda as amended. Carried. 1.2. Approval of the Minutes* Carol moved to accept the minutes as presented. Carried. 1.3. Board Chair Communication a. Website Letter from Blackfalds Blackfalds is unsatisfied with the Parklands website and has sent a letter to our library. Our board agrees that the new website is not ideal, but we do see value in the IT support that it provides to our library. Many libraries are feeling frustrated with the Parkland system website at this time. There has been a lot of information shared between libraries. b. new board member application- The Board recommends accepting this application and sending consent to the town for approval. 1.4. Motions made via email No motions made via email		Haley will communicate with the board	
2. Items for Decision 2.1. Board vacant position (Vice President) Vacant board position. A recommendation was put forward that we temporarily suspend the vice chair position until the board has a more sufficient number of board members.			

Carol moved to accept this recommendation, Carried 2.2. Policies for Decisions a. Health and Safety* The board discussed updating the definition of management – the Library Director and Assistant Library Director. These positions have supervisory responsibilities over other employees. A driving agreement as an appendix was added Town milage was updated to reflect at .55 Amanda moved to to accept, Carried 2.3. Staff Holiday Gifts Last year the board approved \$50 gift cards and dinner at an event as a Christmas appreciation gift for the staff. It was requested that the board approve the same for this year. Krista made the motion, Carried 2.4. ALTA Memberships Renewal- expires on 2024-12-31* Membership is \$400. Membership numbers are low. It was discussed whether we should renew or not. The discounts are not as relevant, and it is not currently being utilized. It is recommended that we not renew at this time. We can always renew at another time if we choose to go back. Carol makes a motion to not renew the 2025 membership, Carried			
3. Items for Discussion 3.1. Policies for Discussion			

a. Bylaw Review ● The question was raised: can we make three readings in one sitting? ● This should be the first reading of the bylaw. ● Remove ME cards ● The library facility section was reworded. ● Acquiring a patron's card was reworded for clarity purposes. ● Eligibility to receive a card, we no longer have paper applications. they need to provide proof of residency. ● What should the age be for library cards? 16? or 12? The board sets the age. This is open to further discussion regarding the age of the library cards. The board decided to table the discussion at the next meeting. ● Penalty provisions - merged with revocation of cards ● Safety and use are redundant ● Remove the fee for card replacement ● Schedule c. loan periods and loans, changed from a table to a description that is set by parkland ● Schedule d. fines and penalties- defined with more clarity of what the process is. Carol made a motion to accept the first reading of the bylaw review. 3.2. Strat Plan Consultation Haley has recommended that The Sylvan Lake Municipal Library hire Focus Communication for our Strat Plan Consultation.			
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4. Items for Information 4.1. Treasurer's Report Agenda Item: Treasurer's Report Date: November 5, 2024, Prepared by: Haley Amendt on behalf of Amanda Forbes Account Balances: (as of November 5) Daily Banking: \$252,347.44 Cashable GIC: \$75,825.00 GIC 1: \$169,452.76 (Matures June 2025) GIC 2: \$86,823.21 (Matures June 2026) Amanda will go to the bank to request the additional amount on the credit card, as we have it in the minutes. 4.2. Director's Report ● Discussion regarding the ULS and the books that have not been delivered yet. We may need to cancel the order and go through another stream for the budget not to be impacted next year. This happened two years ago as well. ● Haley Applied for a TELUS grant for \$5000 for three separate workshops. Letters of support from the Town of Sylvan Lake and FCSS were also provided. ● The new rug looks great. ● Haley pressure-washed the building. ● There was an internet outage throughout Sylvan Lake, that affected the library. ● There will be a shut down next week to install the new flooring. ● Two exterior programs will still take place ● The new desks have been ordered. ● Daisy readers will be purchased. ● Shelves from storage will be taken out, fixed and mounted to the walls. ● The library has been nominated for the Chamber of Commerce awards.			
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4.3. Programming Report* Carol moved to accept the items as information. Carried.			
1. Next meeting: January 8th, @6:30pm			
2. Adjournment: Carol adjourned the meeting at 7:34 pm			