



Town of Sylvan Lake Library Board
Regular Monthly Meeting

Programming Room

MEETING MINUTES

TIME: 6:30 p.m.

MEMBERS PRESENT: Alex Lambert, Amanda Forbes, Jas Payne, Haley Amendt, Krista Anderson, Carol Moore, Julie Maplethorpe (non-voting)

Regrets: None

Absent : Wendy Sauvageau

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:
1. Call to Order and Land Acknowledgment a. The meeting was called to order at 6:34 pm b. The meeting is being chaired by Carol Moore.			

c. 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 a. Jas asked to add an acknowledgement of Michael Dawe and his contributions to our community and condolences for his passing. b. Amanda moved to accept the agenda as amended. Carried. 1.2. Approval of the Minutes (from November 8th, 2023) a. Amanda suggested adding to the minutes, who is chairing each meeting (for future reference). b. Amanda, moved to accept the minutes as amended. Carried. 1.3. Board Chair Communication There was no Board Communication presented. 1.4. Motions made via email No motions made via email			
2. Items for Decision 2.1. Policies for Decision a. Personnel Committee During the November Board meeting, the wording in # b.1 of “librarian” was changed to “director”. Carol made the motion to accept. Carried			
3. Items for Discussion 3.1. Directors Schedule a. Amanda made the motion to go into a closed session. All in favour. Carried.			

b. Carol made a motion to come out of the closed session. All in favour. Carried. 3.2. Audit RFP ● Open discussion regarding the need for a full audit vs a financial review. ● BDO is offering an audit for \$14,000 with expected yearly increases. This is 7% over budget. ● There was an open discussion regarding whether The Town of Sylvan Lake's bylaws require a full audit and Parkland only requires a financial review. Jas has suggested talking with Daren from the town regarding this matter. ● This will be tabled until next month after we find out more information from the town. Agreement that we should stay with BDO if possible. ● The four possible auditors include: 1. Allen J Howe. 2. MNP 3. Dexteritas 4. BDO 3.3. Policies for Discussion a. Personnel Policy ● Policy review of the M drive. can be removed ● Under the management team, change the wording from library technician to library technician/ assistant. (Also on pg. 25) ● I updated the organisational chart and discussed the marketing position that was taken out of the budget. ● Remove the part about covid vaccine and refer to AHS guidelines. ● Remove the section regarding relatives, and add a definition to the definition section. ● In-lieu hours. A question was raised regarding allowing in-lieu hours to be carried forward into the next budget year. Jas suggested that we ask for			
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better clarity about the legalities. This will be tabled for the next meeting when we have more information. • Also, we should look at the terminology of flex days and grandfathered-in employees. • A question was raised: can an employee opt out of the LAPP in their benefits? We will change it to three months to be consistent. • A question was raised regarding adding sick leave for part-time employees, and the board has decided not to do so. • Update wording regarding Easter Sunday • Personal days. No changes • Vacation days. No changes • Library keys are regular keys. Talk to the town about the keys and updating the key system. No changes • Accident reporting: this section is a duplicate.			
4. Items for Information 4.1. Treasurer's Report Details: Accounts Balances as of January 3rd. Daily Banking: \$222,688.98 GIC #1: \$162,622.61 (matures June 2025) GIC # 2: \$81,994.20 (matures June 2024) 4.2. Director's Report a. Work Plan 2024-2026 Cola has been implemented. Parkland \$19,000 County \$3,500 Summer village\$ 860 Just over \$23,000			

4.3. Programming Report No comments made Jas moved to accept the items as information. Carried.			
1. Next meeting: February 14th, 2024 at 6:30 pm			
2. Adjournment: Adjourned the meeting at 8:41 pm			