



Town of Sylvan Lake Library Board
Regular Monthly Meeting

January 8, 2025
Programming Room

MEETING MINUTES
TIME: 6:30 p.m.

MEMBERS PRESENT: Amanda, Jas, Carol, Jonatan, Haley, Joe (zoom)

Regrets: Krista,

Absent:

Guests:

	Action to be taken:	By whom:	Timeline:
1. Call to Order and Land Acknowledgment The meeting was called to order at 6:37 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 - Haley requested we add an item "money roll over" to items for decisions. Carol moved to accept the agenda as amended. Carried. 1.2. Approval of the Minutes Jas moved to accept the minutes as presented. Carried.			

1.3. Board Chair Communication - November PRLS Board Talk - Advocacy Meeting Invite - Advocacy Meeting Agenda On January 6th, Haley participated in a virtual meeting with library managers and board chairs to address ongoing issues within the Parkland Regional Library System (PRLS). The primary themes discussed included: • Communication and Consultation • Marketing Support • Purpose of PRLS • Service Levels • Website Functionality Attendees also strategized on how to present these concerns to the PRLS Board effectively. The key actions resulting from this meeting are as follows: 1. Meet with library managers to outline key issues. 2. Prepare a draft letter/meeting invitation by the end of March. 3. Request a special meeting with the Parkland Executive Committee. 1.4. Motions made via email No motions made via email			
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2. Items for Decision 2.1. Money rolled into 2025 Haley has recommended that the board roll over the following amounts into the 2025 fiscal year. These are donations made for specific projects and should be spent over and above the 2025 budget. • \$2721.25 for the little free pantry • \$3820.11 for general library improvements • 75.44 for technology purchases. Amanda moved to roll over \$6616.80 in donations and fundraising money into 2025, Carol Second... Carried 2.2. Bylaw Review The board reviewed the recommended changes to the bylaws from the previous meeting. A significant topic of discussion was the age for issuing library cards to minors. The board decided to maintain the age limit at 16. It was also acknowledged that if items are lost or damaged, the library will likely bear the cost, as minors cannot be legally held accountable for financial contracts. Jonatan moved to approve the second reading of the bylaws as presented, seconded by Carol... Carried Amanda moved to approve the third reading and adoption of the bylaws as presented, seconded by Carol... Carried			
3. Items for Discussion 3.1. Records Retention Policy The board discussed the retention periods for Meeting Agendas, Meeting Packages, and Minutes. It was decided that: • Agendas will be kept on the website for two years. • Meeting Packages will be retained for seven years to provide context for decisions made. • Signed Minutes will be kept permanently, as legally required.			

Additionally, the board addressed the oath of confidentiality, which will now be retained for one year after the end of a term. The same retention period will apply to volunteer records.

- **Inventory** will be kept for seven years.
- **Newspaper clippings, vendor catalogues, patron fees and memberships, and summer reading program materials** will be removed from the retention policy.

Employee records will be maintained for three years. The board noted the legal obligation that allows a former employee to file a lawsuit up to three years after termination. Retaining files beyond this period could raise FOIP concerns. The same policy will apply to subcontractors.

The board also discussed parental waivers, noting that adults have two years to submit a lawsuit following an incident, while minors have until two years after turning 18. It was agreed that a retention period of ten years for signed waivers is reasonable. Furthermore, it was observed that school boards are moving towards prohibiting "dangerous" activities, and the library may consider adopting a similar approach.

3.2. Hours of Operation

The Board discussed the distinction between the roles of the board and the director regarding hours of operation. It was emphasized that altering the policy to grant the board more control over operating hours could overstep their authority and undermine the director's role. As long as the director does not compromise the library's moral obligations to the community or make budget-impacting changes, it is within their purview to adjust hours as needed.

Haley proposed changing the library's opening hours to 10 AM every weekday, while maintaining the current weekend hours, as there appears to be no demand for extended hours at this time. This adjustment would have minimal impact on staffing and remains within the current budget.

The board expressed their support for this change.

4. Items for Information 4.1. Treasurers Report* Amanda has followed up with the change to the credit card limit. She needs to speak with a different department of the bank than we typically deal with. 4.2. Director's Report* 4.3. Programming Report* 4.4. Community Updates No Community Updates Amanda moved to accept the items as information. Jon, seconded Carried.			
1. Next meeting: February 12 @6:30pm			
2. Adjournment: Carol adjourned the meeting at 7:58			