Sylvan Lake Municipal Library

Let Knowledge Be Your Sail

Town of Sylvan Lake Library Board
Regular Monthly Meeting

Programming Room

MEETING MINUTES

June 12 2025
TIME: 6:30 p.m.

MEMBERS PRESENT: Carol, Haley, Joe, Mariah, Krista, Jas, Corine
Regrets: Jonatan, Jessica,
Absent : Susan
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 6:33 pm 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			

Approved by: Carol Moir Date: Sept. 10/25

Peoples. We are grateful for the Knowledge Keepers and Elders who have gone before us. c. Carol chaired the meeting. **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** • The Town of Sylvan Lake has informed us that Councilor Jas Payne will be replaced by Major Megan Hansen until the next Town of Sylvan Lake Organizational Meeting • The Town of Sylvan Lake has officially leased the Annex (old tourist building) to the Men's Shed. We need to be out of the building by June 19th • We have been notified that Amanda Forbes has officially resigned from the Sylvan Lake Library Board as of June 9th. **1.4. Motions made via email** No motions made via email			
2. **Items for Decision** 2.1. Policies for Decision Lending and Resources Sharing* **Motion**: Carol moved to approve the Lending and Resources Sharing Policy as presented, **seconded by Corine, CARRIED**. 2.2 Payroll Update Project			

Approved by: Carol Moore Date: Sept. 10/25

Haley has asked to use money from the operating reserve to hire Kristin's Bookkeeping and Advisory Services to: • Research and recommend scheduling and timesheet applications, • Create training materials and train staff in new process • Transition and implement new process • Provide support after implementation Carol moved to spend up to 1000+GST from the Cashable GIC Operating reserves to Hire Kristin's Bookkeeping and Advisory Service for the Payroll update project.			
3. Items for Discussion **3.1. Policies for discussion** a. Personnel Policy Haley has recommended the following changes • Remove the Responsibilities section as it is a duplication of our Governance Policy • Remove the Organizational Chart as this is not governance and due to change as staffing and library needs changes • Rewritten the Recruitment section for clarity • Remove the requirement for all volunteers provide a criminal record check and/or vulnerable sector check every three years as this is not done in practice and is a significant road block of gaining volunteers. o ACTION: The board would like Haley to investigate the Town's policy for volunteers • Add a Tuition Fees Reimbursement section to the Personnel Policy as it is currently a separate policy. This was reworded and simplified. • Remove the Dismissal Procedure as it is a duplication of the Termination section • Adjust the Termination section			

Approved by: Carol Moore Date: Sept 10/25

- Rename the “Workplace Violence, Harassment, and Other Unacceptable Behaviours” to “Unacceptable Workplace Behaviours”
    - Add sexual harassment to this section
- Rename “procedure for handling complaints” to Procedure for Handing Inappropriate Behaviour”
    - Reword the procedure
- Remove the Working Alone, Safety and Security, Accident Reporting sections as they are duplicated of our OHS policy
- Remove teh Public Statement section as it is duplicated in our communication policy
- Remove volunteer applicant inteview section of volunteer section
- Remove Review of Policy section, only keeping the two most recent review histories.

Items for Information

Treasurers Report

Account Balances: (as of June 4, 2025)
Daily Banking: $216,566.15

Cashable GIC: $75,825.00
GIC 1: $169,452.76 (Matures June 2025)
GIC 2: $86,823.21 (Matures June 2026)

Business High Yield Savings - $1,015.35

Ongoing Issues

- **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.

Approved by: Carl Moore Date: Sept 17/25

- Move to transfer the 2024 surplus into our cashable GIC

- **GIC 1: $169,452.76 will mature June 20th,** We will need to review the investment option and make a decision prior to June 20

Corine 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 3.050% through Servus Credit Union. Maria k Seconded, CARRIED
HO

3.2. Director's Report

Haley presented a summary of the directors report adding that we had 86 attendees to the June 6th Open House, We've had 299 survey respondents, which will close on June 13th.

We had 46 presale tickets to the Name that Tune Fundraiser and made $2244 combined from tickets, hint and replays, and the silent auction

The Library Association of Alberta (LAA) has been doing a lot of advocacy to the provincial government regarding the collection restrictions in school libraries.

3.3. Programming Report

Haley presented a summary of the program report. Corrie, Maddie, and Kristin are wrapping up regular programs. Ashton and Karlee, our summer students, are excitedly preparing for the Summer Reading Club.

Krista moved to accept the items as information. Carried.

1. Next meeting: Sept 10th, 2025 @6:30pm

Approved by: Carl Moore Date: Sept 10/25

2. Adjournment: 7:50 pm meeting adjourned			

Approved by: Carol Moore Date: Sept 10/25