

Falher Regional Intermunicipal Library Board Meeting Minutes

Monday, May 6, 2019 - 7:00 PM at the LIBRARY

Attendees:

Lynn Farrell, Jackie Hockey, Raoul Johnson, Lindsay Brown, Rita Boulet, Natasha Smit (@ 7:10)

Regrets: Adele Parker

Item	Topic for discussion	Motion	Action
1.	Meeting called to order @ 7 pm; <i>motion to accept agenda.</i>	Lynn	Carried
2.	A. <i>Motion to approve March 4, 2019 minutes.</i> B. <i>Motion to ratify Mar 12 e-Vote re: staffing change & updated staff terms of employment to August 31, 2019.</i> C. <i>Motion to approve proposed summer vacation and unpaid personal time off requested by staff.</i>	Raoul Lynn Lindsay	Carried Carried Carried
3.	<u>BOARD GOVERNANCE</u> A. <u>Action Items, Correspondence & Meetings</u> (for information, except as noted) 1. <u>Current Board Action and Tabled Items</u>		
	2. <u>Board Correspondence & Meetings</u> i. Jan 31 PLS 2019-2021 Plan of Service ii. Jan 31 IT Services for Member Libraries Policy and IT Service Agreement. <i>Motion to approve IT Service Agreement.</i> iii. Mar 13 FRILB Friends Delegation (pre-AGM) & Follow-up <i>Motion to provide Friends with Asset detail by Gaming License. Motion to set up joint 2020 Capital Planning session (pre-Sept).</i> iv. Mar 16 PLS Salary Survey submitted to E. Stewart v. Mar 21 PLS Board Library Advocacy document (info) vi. Apr 3 Annual Update to Town of Falher, Village of Donnelly Positive feedback received on infographic, CRC & CFEP. <i>Motion to approve public release to other municipalities, partners and public (via Press Release, website, newsletter).</i> vii. Apr 11 Employee Appreciation, Smoky Lanes (16 attendees) <u>Upcoming Meetings:</u> viii. May 15 7:30 pm Société historique et généalogique de Smoky River AGM (Library guest speaker, 2 nd required for French Q & A) - Jackie will attend and try to have Doreen as 2 nd . - Motion to pay Doreen as the second person ix. Jun 5 6:00 pm <u>PLS Advisory Committee - McLennan</u> ; notified PLS Apr 4 of staffing changes, and advised that Falher will probably not be attending this meeting. Board supported.	Lynn Rita Rita Raoul 2 nd Natasha	Carried Carried Carried Carried
	B. <u>Governance Updates</u> (Approval by 2/3 of Current Board Required) 1. <u>Bylaw Schedule</u> <i>Motion to approve Bylaws Schedule B update.</i>	Raoul 2 nd Natasha	Carried 6/6
	2. <u>Policy Updates</u> <ul style="list-style-type: none"> • Proposed changes reflect the current CERC contract, social media platforms. Finance policies have been updated to better address funding, gaming and corporate sponsorship.) • Updated governance documents will be forwarded to the Town of Falher, Village of Donnelly and PLSB for information. <i>Motion to approve updated policy Definitions, and Policy C9, D5, F1, F3, F4 and associated appendices.</i>	Lynn 2 nd Rita	Carried 6/6

	<p>C. <u>Director Updates</u></p> <p>1. <u>Chair</u></p> <p>i. Staff Medical leave coverage (Mar 26 – Apr 5)</p> <p>ii. Online payroll setup complete. May 6 first direct deposit payday.</p> <ul style="list-style-type: none"> - Unpaid required time off banks reset as of April 1st (Wellness 5 days/year, Bereavement 3 days/year) - Vacation time off drawdown & accumulation in place. - Small vacation pay / time overage and late deductions submission identified during this conversion. - Stat pay 5% (calculated in arrears) has been paid up-to-date; Payweb should have this calculation automated for May payroll. Alternatives reviewed with Board. <p>iii. Annual Performance Reviews in progress</p> <p>2. <u>Other Director Updates</u></p>	<p>Tabled</p> <p>Tabled</p>	<p>J.Hockey to review with staff</p> <p>J.Hockey to report back</p>
<p>4.</p>	<p><u>Financial</u></p> <p>A. 2018 FINAL Financial Results reviewed by Jean and Albert Lemire for Board acceptance. \$2,313 surplus.</p> <p>B. 2019 FINAL Budget for Board approval. \$3,000 deficit</p> <ul style="list-style-type: none"> • Includes \$600 window replacement (deductible exceeds cost). <p><i>Motion to accept 2018 Financial Results, and updated 2019 budget, and forward to the Town of Falher and Village of Donnelly for their information.</i></p> <p>C. 2019 PLSB Operating Grant application due by June 15, expected \$16,650</p> <p><i>Motion to approve grant submission by J. Hockey, to include items A, B.</i></p> <p>D. 2019 Operating Reserves (3 months operating, excluding CFEP project). A Reinvestment of \$13,023 required.</p> <p>E. CFEP Grant</p> <ul style="list-style-type: none"> - APRIL - Grant received; meeting room door installation complete. - Staff Feedback re: portable A/C, End of Unit Displays, Exterior Shelving. - <i>Next Steps with the Town re: furnace & project accounting to be confirmed.</i> <p>F. 2019 Financial Results (Jan – March) provided for Board information.</p>	<p>Lynn 2nd Natasha</p> <p>Raoul 2nd Natasha</p> <p>Tabled</p>	<p>Carried</p> <p>Carried</p> <p>Jackie to write a letter to the town requesting support.</p>
<p>5.</p>	<p><u>Staff Updates</u></p> <p>2019 – Monthly Staff Reports</p> <p>Refer to financial item 4F and CERC Update.</p> <p><i>Additional library updates were distributed at the meeting.</i></p>		
<p>6.</p>	<p><u>2019 Board Meeting Dates:</u></p> <p>NEXT Meeting June 3 – Supper Meeting 6:00 pm start.</p> <p>Summer break Committee meetings to be set (Personnel, Capital Planning)</p> <p><u>2019 REGULAR MEETINGS remaining:</u> 7:00 pm at the Library as follows:</p> <p>TUES Sept 10 (STAT rescheduled), then Mondays - Oct 7, Nov 4, Dec 2</p>		
<p>7.</p>	<p>Adjournment @ 8:40 pm</p>		