

# Falher Regional Intermunicipal Library Board Meeting Minutes

Monday, June 3, 2019 - 6:00 PM – 8:30 PM Supper Meeting at the LIBRARY

Attendees:

Lynn Farrell, Jackie Hockey, Donna Buchinski (in for Lindsay), Rita Boulet, Natasha Smit, Adele Parker, and Board Staff (Jocelyne Gervais and Doreen Horvath)

Regrets: Lindsay Brown, Raoul Johnson

Item	Topic for discussion	Motion	Action
0.	Dinner / Social (6:00 – 6:20 pm) <ul style="list-style-type: none"> <li>Google Docs - Brief demo / technical support for iPad / online access to Google drive Library documents.</li> </ul>		
1.	Meeting called to order @ 6:35 pm; <i>motion to accept agenda.</i>	Adele	Carried
2.	Staff Presentations & Feedback (6:20 – 6:50 pm)		
	A. CERC Update, Falher 100 <sup>th</sup> and Summer Staffing (Doreen)		
	B. Library Update and Grimshaw field trip feedback. (Jocelyne)		
	C. Staff Feedback re:CFEP project purchases, installation timing, volunteers <ul style="list-style-type: none"> <li>a. Portable A/C with heater, and window venting (summer)</li> <li>b. End of Unit Displays</li> <li>c. Exterior Wall Shelving</li> <li>d. Additional items for CERC and Circulation Desk functionality <ul style="list-style-type: none"> <li>Entry pamphlet and literature display (replacing existing bookcase, and circulation desktop display)</li> <li>Entry training board</li> <li>Circulation desk 24" extension and tabletop barrier to replace metal shelving and interim bookcase</li> </ul> </li> </ul>		
	D. Staff Feedback re: Site Safety and Hazard Assessment <ul style="list-style-type: none"> <li>a. Cannabis legislative impact (edibles, fall 2019)</li> <li>b. Book Drop</li> </ul>		
	E. Staff Feedback re: possible asset storage / disposition of items in storage <ul style="list-style-type: none"> <li>a. SHED - Lego castle, paintings (Cat in the Hat, Giraffe, other), kids furniture</li> <li>b. TOWN – Shelving</li> <li>c. LIBRARY – existing exterior shelving, book donations re: N. AB fires (e.g. Paddle Prairie Metis Settlement)</li> </ul>		
	F. Staff Wishlist Feedback for 2020 Capital Planning (physical assets only) <ul style="list-style-type: none"> <li>a. Writing Desk (east wall)</li> <li>b. CERC phone table and seating</li> <li>c. Projector and Ceiling Screen for movies</li> <li>d. Other items (see 2.C.d), if not fundable through CFEP project</li> </ul> <i>Action Items: Jackie to provide Friends with Asset detail by Gaming License. Lynn to set up joint 2020 Capital Planning session with the Friends (pre-Sept)</i>		Action items as noted.
3.	STAFFING (6:50 – 7:30 pm)		
	Review of staff feedback on Job Descriptions, and in-camera discussion regarding possible changes to staff position responsibilities for Sept +, for the Library and CERC. <ul style="list-style-type: none"> <li>What's Working</li> <li>What's Not Working Well and Why</li> <li>Suggestions for Improvement (incl. Board Communication)</li> <li>Board Q &amp; A</li> </ul>		
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4.	MINUTES		
	<i>Motion to approve May 6, 2019 minutes.</i>	Natasha	Carried
5.	FINANCE		
	A. 2019 PLSB Operating Grant application submitted; accepted for information.		
	B. 2019 Financial Results (Jan – April) provided for Board information.	Tabled	
	C. <u>Fine\$ for Food 2019</u> <i>Motion to approve a Fine\$ for Food campaign in 2019 from June – August. Funds collected for library fines and fees to the Smoky River Food Bank (excluding memberships and lost book reimbursements).</i>	Adele 2 <sup>nd</sup> Rita	Carried
	D. <u>2019 Operating Reserve</u> <i>Motion to purchase a 1 year cashable GIC for \$13,023 with ATB, to meet Operating Reserve requirement. (interest rate of .5% if held 90 days +) Investment review will be completed after 90 day period (fall 2019).</i>	Tabled	
	E. <u>CFEP Grant Expenditures</u> Updated Estimates; review of next purchases, timing and funding source: Library Deferred Liability or CFEP grant (Town Managed)		
	F. <u>Canadian Linen Contract</u> (2 years). <i>Motion to approve contract renewal, as presented.</i>	Rita 2 <sup>nd</sup> Natasha	Carried
	G. Online payroll system update & summer accounting recommendation		
6.	BOARD GOVERNANCE <i>Updates require approval by 2/3 of current Board, min. 7 members.</i>		
	A. Action Items, Correspondence & Meetings (for information, unless noted)		
	1. Current Board Action and Tabled Items		
	2. Board Correspondence & Meetings		
	a. CRC 2016-2019 Contract - Final Report		
	b. May 16 7:30 pm Société historique et généalogique de Smoky River AGM (handout attached for info). <u>Business arising from discussion with the President following the meeting:</u>		<i>Jackie to follow-up with Société.</i>
	i. Old library metal shelving ii. Use of facility for Société volunteers recognition		
	c. Town CFEP support		
	d. PLS Advisory Committee Update		
	e. May 30 - New CERC Contract onsite visit		
	f. Draft Press Releases for CFEP, 2018 results, and staff announcements for review prior to publication & website placement (Board tab / newsletter / new?)		
	B. Director Updates		
	1. <u>Chair</u>		
a. Bill 2 awareness & possible impact (Sept +)			

	2. Other Director Updates		
	C. ORGANIZATIONAL MEETING – Annual - Election of New Executive		
<b>Item</b>	<b>Topic for discussion</b>	<b>Motion</b>	<b>Action</b>
7.	<u>2019 Board Meeting Dates:</u> <u>Summer break Committee meetings to be set (Personnel, Capital Planning)</u>  <u>2019 REGULAR MEETINGS remaining: 7:00 pm at the Library as follows:</u> <u>TUES Sept 10 (STAT rescheduled), then Mondays - Oct 7, Nov 4, Dec 2</u>		
8.	Adjournment @ 9:05pm	Donna	Carried