

2019 Summary of Library Board Motions, Action / Decision Items and Outcomes

January 17, 2019 Meeting called to order @ 1:20 pm

- MOTION 2019-001** *Donna Gawalko* moved to approve the agenda. **CARRIED**
Procedural.
- MOTION 2019-002** *Donna Gawalko* moved to adopt the November 15th, 2018 meeting minutes. **CARRIED**
Procedural.
- MOTION 2019-003** *Rosemarie Mayan* moved for the Honoraria to remain status quo for 2019. **CARRIED**
****Unable to comply**:** Trustee Honoraria were paid through Town Finance. See follow-up **motion 2019-028.**
- MOTION 2019-004** *Donna Wiltse* moved to approve the wage grid as is. **CARRIED**
Done as moved.
- MOTION 2019-005** *Rosemarie Mayan* moved to accept the budget with changes. **CARRIED**
Colleen Andersen Seconded the motion.
Done as moved. Budget was brought back to Board in February following municipality recommendations to reduce request.
- MOTION 2019-006** *Fayrell Wheeler* moved to draft an agreement to form an intermunicipal library board. **CARRIED**
Done as moved. Draft was forwarded to Town and County admin; several follow-up discussions with Town admin through 2019; County responded in late October 2019 that Brazeau is not interested in entering an Intermunicipal Agreement for Library services.
- MOTION 2019-007** *Colleen Andersen* moved to approve Appendix 5-A, Policies 5.1.3, 5.1.3.2, 5.1.3.3, as presented. **CARRIED**
Donna Wiltse seconded the motion.
Done as moved.
- MOTION 2019-008** *Fayrell Wheeler* moved to receive the reports as information. **CARRIED**
Procedural.
- MOTION 2019-009** *Pat Adamson* moved to receive the correspondence as information. **CARRIED**
Procedural.
- MOTION 2019-010** *Donna Gawalko* moved to adjourn the meeting at **3:15 pm.** **CARRIED**
Procedural.

February 14, 2019 Meeting called to order @ 1:23 pm

- MOTION 2019-011** *Pat Adamson* moved to approve the agenda. **CARRIED**
Procedural.
- MOTION 2019-012** *Colleen Andersen* moved to adopt the January 17th, 2018 meeting minutes with amendments. **CARRIED**
Procedural.
- MOTION 2019-013** *Pat Adamson* moved to let the carpet cleaning contract expire without renewal. **CARRIED**
Done as moved. Unifirst carpet cleaning contract doesn't expire till August 2021. Issue brought back to Board in October, November, December 2019.
- MOTION 2019-014** *Rosemarie Mayan* moved to approve policies 5.2, 5.2.1, 5.2.1.1, 5.2.1.6, and 5.2.2 as presented. **CARRIED**
Pat Adamson seconded the motion.
Done as moved.
- MOTION 2019-015** *Rosemarie Mayan* moved to approve policies 5.2.1.2, 5.2.1.3, 5.2.1.4, 5.2.1.5, and 5.2.1.7 following recommended edits. **CARRIED**
Pat Adamson seconded the motion.
Done as moved.

MOTION 2019-016	Pat Adamson moved to rescind Policies 4.1.1.1, 4.1.7.3, 4.1.7.3.1, 4.1.7.3.2, and 4.1.7.3.3. Done as moved.	CARRIED
MOTION 2019-017	Pat Adamson motioned to submit the annual report. Done as moved.	CARRIED
MOTION 2019-018	Pat Adamson moved to pass 2019 budget option D. Rosemarie Mayan seconded the motion. Done as moved. See further motion 2019-024.	CARRIED
MOTION 2019-019	Colleen Andersen moved to receive the reports as information. Procedural.	CARRIED
MOTION 2019-020	Pat Adamson moved to receive the correspondence as information. Procedural.	CARRIED
MOTION 2019-021	Colleen Anderson moved to adjourn the meeting at 4:04 pm. Procedural.	CARRIED
March 28, 2019	Meeting called to order @ 1:16 pm	
MOTION 2019-022	Donna Gawalko moved to approve the agenda. Procedural.	CARRIED
MOTION 2019-023	Pat Adamson moved to adopt the February 14 th , 2018 meeting minutes as presented. Procedural.	CARRIED
MOTION 2019-024	Pat Adamson moved to approve the addition of an "Interim" column to the budget that indicates an estimated year-end deficit of \$22,046. Donna Gawalko seconded the motion. Done as moved.	CARRIED
MOTION 2019-025	Donna Gawalko moved to adopt the amendments to Schedule A to come into effect as of April 1, 2019. Pat Adamson seconded the motion. Done as moved.	CARRIED
MOTION 2019-026	Donna Gawalko moved to adopt the amendments to Schedule E to come into effect as of April 1, 2019. Pat Adamson seconded the motion. Done as moved.	CARRIED
MOTION 2019-027	Pat Adamson moved to adopt Policy 5.2.1.3 Overtime & In Lieu as amended. Done as moved.	CARRIED
MOTION 2019-028	Donna Wiltse moved to adopt Policy 5.2.1.8 Honoraria & Service Awards with the Trustee years of service award values set as follows: \$250 for one full three-year term, \$500 for two full three-year terms, \$750 for three full three-year terms and an additional \$250 for each additional full three-year term. Colleen Anderson seconded the motion. Done as moved.	CARRIED
MOTION 2019-029	Pat Adamson moved to rescind policies 4.1.1.11 and 4.1.1.12. Done as moved.	CARRIED

Action: The Board recommend that the Director contact Public Library Services Branch to find out what supports are available for Libraries (for 5-year Plan of Service). **Done**

Action: The Board approved distributing the advocacy pieces. **Done**

Action: The Director will begin planning an event that includes permission from Town Council (Town Bylaw) and AGLC licensing. Ticket price: \$10/ ticket OR \$20/ 3 tickets. **Done**

Action: The Director will investigate options for corporate sponsors and/ or trade-in for WOW Van. **Project abandoned.**

- MOTION 2019-030** *Colleen Anderson* moved to approve Financial Reports.
Donna Gawalko seconded the motion. **CARRIED**
Procedural.
- MOTION 2019-031** *Colleen Andersen* moved to receive the reports as information. **CARRIED**
Procedural.
- MOTION 2019-032** *Pat Adamson* moved to receive the correspondence as information. **CARRIED**
Procedural.
- MOTION 2019-033** *Pat Adamson* moved to adjourn the meeting at **3:55 pm**. **CARRIED**
Procedural.
- April 18, 2019** **Meeting called to order @ 1:16 pm**
- MOTION 2019-034** *Donna Gawalko* moved to approve the agenda. **CARRIED**
Procedural.
- MOTION 2019-035** *Rosemarie Mayan* moved to adopt the March 28th, 2019 meeting minutes as presented. **CARRIED**
Procedural.
- Action: Audit will be sent as a PDF document to board members and members will vote to approve the audit by email.*
Done. See **motion 2019-044**
- MOTION 2019-036** *Pat Adamson* moved to have the board hire a tender accountant for a review of financial statements. **CARRIED**
****Pending**** Bookkeeper, L. Smith, submitted local accountant recommendation; the accountant later indicated that they would be unable to commit to the financial review. The issue was brought back to the Board for further action items and motions in Nov and Dec 2019.
- MOTION 2019-037** *Fayrell Wheeler* moved to approve Policy 5.1.4 and 5.1.4.1 as presented. **CARRIED**
Done as moved.
- Action: Doug will investigate local vendors and speak with employees at YRL who may have other contacts. Project of building wall to separate program space with wall was abandoned due to cost and unsure future in Civic Centre. Temporary divider walls were provided by YRL free of charge.*
- MOTION 2019-038** *Donna Gawalko* moved to approve Financial Reports.
Fayrell Wheeler seconded the motion. **CARRIED**
Procedural.
- MOTION 2019-039** *Pat Adamson* moved to receive the reports and correspondence as information. **CARRIED**
Procedural.
- MOTION 2019-040** *Pat Adamson* moved to adjourn the meeting at **1:57 pm**. **CARRIED**
Procedural.
- May 16, 2019** **Meeting called to order @ 1:14 pm**
- MOTION 2019-041** *Pat Adamson* moved to approve the agenda. **CARRIED**
Procedural.
- MOTION 2019-042** *Donna Wiltse* moved to adopt the April 18th, 2019 meeting minutes as presented. **CARRIED**
Procedural.
- MOTION 2019-043** *Pat Adamson* moved to start a committee to form an Intermunicipal Library agreement between the Town of Drayton Valley and Brazeau County. **CARRIED**
Done as moved. Draft was forwarded to Town and County admin; several follow-up discussions with Town admin through 2019; County responded in late October 2019 that Brazeau is not interested in entering an Intermunicipal Agreement for Library services.
- MOTION 2019-044** *Donna Gawalko* moved to approve the 2018 Audit and Charity Return.

Donna Wiltse Seconded the motion. **CARRIED**
Done as moved.

Action: The Audit will be sent out to PLSB, Star Catholic-Holy Trinity School, County Council, and Town Council.

MOTION 2019-045 **Pat Adamson** moved to approve Bylaw Schedules B and E updates as presented. **CARRIED**
Colleen Andersen Seconded the motion.
Done as moved.

MOTION 2019-046 **Pat Adamson** moved to approve the amendment to **Policy 5.2.1.2** **CARRIED**
Done as moved.

MOTION 2019-047 **Donna Gawalko** moved to Rescind Policies 4.1.7.2, 4.1.7.7, 4.1.7.8, and 4.1.7.9 **CARRIED**
Done as moved.

Action: Director will restructure Policy Manual. Done. Project continues

Action: Director will forward a copy of Board meeting minutes and Library Statistics to Town and County C.A.O for sharing with councils. Done.

MOTION 2019-048 **Colleen Andersen** moved to receive Financial Reports, Library Directors Report and Member Reports as information. **CARRIED**
Procedural.

MOTION 2019-049 **Pat Adamson** moved to receive the reports and correspondence as information. **CARRIED**
Procedural.

MOTION 2019-050 **Donna Gawalko** moved to adjourn the meeting at **3:00 pm.** **CARRIED**
Procedural.

June 27, 2019 **Meeting called to order @ 1:14 pm**

MOTION 2019-051 **Donna Gawalko** moved to approve the agenda. **CARRIED**
Procedural.

MOTION 2019-052 **Rosemarie Mayan** moved to adopt the May 16th, 2019 meeting minutes as presented. **CARRIED**
Procedural.

MOTION 2019-053 **Donna Wiltse** moved that the library conduct 'financial review' annually, with an audit done at least once every 7 year or as required by CRA. **CARRIED**

Action: Director will follow-up with the Bookkeeper to get quotes from accountants for conducting annual review of the library's financial statements. See follow-up action items and motions Nov and Dec 2019.

MOTION 2019-054 **Rosemarie Mayan** moved to renew the bookkeeper contract with Laurie Smith for a 3-year period. **CARRIED**
Done as moved.

Action: Director will order 500 mini-totes at a total cost not to exceed \$1000. Done.

Action: Director will order samples and quotes for larger quality totes; quotes will be capped at \$4000. Done.

MOTION 2019-055 **Rosemarie Mayan** moved to form a Tote Bag Committee to review options for tote bags and branding. **CARRIED**
Nancy Dodds seconded the motion.
Done as moved.

MOTION 2019-056 **Donna Wiltse** moved to purchase and install the premium Cybrarian platform on public computers. **CARRIED**
Rosemarie Mayan seconded the motion.
Done as moved.

MOTION 2019-057 **Rosemarie Mayan** moved to proceed with establishing a service contract with Ricoh for three copier machines and a large screen whiteboard.

	Pat Adamson seconded the motion. Done as moved.	CARRIED
MOTION 2019-058	Nancy Dodds moved to approve policies 4.1.1 – Hours of Service and 4.1.2- Public access and safe use of library facilities. Done as moved.	CARRIED
MOTION 2019-059	Pat Adamson moved to approve policies 1.1 – Library Legislation, 1.2 – Employment standards, 1.3 – FOIPP, 1.3.1 – Intellectual Freedoms, 1.3.2 – Confidentiality, 1.4 – Copyright law, 1.5 – System Agreements, 1.6 – Municipal Agreements, 1.7 – Bylaw and schedules, 1.8 – Policy and Procedure development, 1.8.1 – Policy Transmission. Done as moved.	CARRIED
MOTION 2019-060	Donna Gawalko moved to rescind policies 4.1.2.1 – Policy on Policy Making, 4.1.7.1 – Confidentiality of User Records, and 4.1.7.1.1 – FOIP. Done as moved.	CARRIED
MOTION 2019-061	Pat Adamson moved to approve financial reports as presented. Procedural.	CARRIED
MOTION 2019-062	Nancy Dodds moved to approve cash prizes of \$250.00 and \$150.00 dollars in addition to the Red Tub at an estimated value of \$500 for the raffle license application. Donna Gawalko seconded the motion. **Unable to comply** : AGLC does not allow for Libraries (considered para-municipalities) to hold raffles despite charitable status with AGLC. See follow-up motion 2019-028.	CARRIED
MOTION 2019-063	Pat Adamson moved to receive all Reports as information. Procedural.	CARRIED
MOTION 2019-064	Pat Adamson moved to receive correspondence as information. Procedural.	CARRIED
MOTION 2019-065	Nancy Dodds moved to adjourn the meeting at 3:45 pm . Procedural.	CARRIED
August 22, 2019	Meeting called to order @ 1:18 pm	
MOTION 2019-066	Donna Gawalko moved to approve the agenda. Procedural.	CARRIED
MOTION 2019-067	Colleen Anderson moved to adopt the June 27 th , 2019 meeting with edits. Procedural.	CARRIED
MOTION 2019-068	Pat Adamson moved to receive all new business as information. Procedural. <i>Action: Doug will share the infographic with MLA's and councils. Done.</i>	CARRIED
MOTION 2019-069	Donna Gawalko moved for a 50% refund to employees on PRP. Rosemarie Mayan seconded the motion. Done as moved.	CARRIED
MOTION 2019-070	Colleen Anderson moved to receive old business as information. Procedural. <i>Action: Doug will apply for a raffle license with AGLC. **Unable to comply**</i> : AGLC does not allow for Libraries (considered para-municipalities) to hold raffles despite charitable status with AGLC.	CARRIED
MOTION 2019-071	Pat Adamson moved to approve financial reports and application for Raffle License as presented. Procedural.	CARRIED
MOTION 2019-072	Pat Adamson moved to receive all Reports as information. Procedural.	CARRIED

MOTION 2019-073	Pat Adamson moved to receive correspondence as information. Procedural.	CARRIED
MOTION 2019-074	Donna Gawalko moved to adjourn the meeting at 3:15 pm . Procedural.	CARRIED
October 17, 2019	Meeting called to order @ 9:01 am	
MOTION 2019-075	Donna Wiltse moved to approve the agenda. Procedural.	CARRIED
MOTION 2019-076	Pat Adamson moved to adopt the August 22 nd , 2019 meeting as presented. Procedural.	CARRIED
MOTION 2019-077	Pat Adamson moved to approve the re-structured index and adjustment of existing policy numbers to fit into new index format. Rosemarie Mayan seconded motion Done as moved.	CARRIED
MOTION 2019-078	Donna Gawalko moved to rescind superseded policies as listed: 4.1.1.1, 4.1.2.1, 4.1.7.1, 4.1.7.1.1, 4.1.7.2, 4.1.7.3.1, 4.1.7.3.1.1, 4.1.7.3.2, 4.1.7.3.3, 4.1.7.7, 4.1.7.8. Done as moved.	CARRIED
MOTION 2019-079	Pat Adamson moved to accept the September 2020 financials as information. Procedural.	CARRIED
MOTION 2019-080	Donna Wiltse moved to approve the proposed 2020 Budget as amended. Pat Adamson seconded motion. Done as moved. This budget did not include a dollar amount request from councils, rather a projected deficit amount to be shared by municipalities. The budget was presented to joint council session on Nov 4. Recommended by councils and administrators to reduce projected deficit to status quo. Budget was brought back to the Board in November.	CARRIED
MOTION 2019-081	Donna Wiltse moved to define the minimum balance for the Contingency Savings Account at \$55,000. Colleen Anderson seconded motion Done as moved.	CARRIED
MOTION 2019-082	Rosemarie Mayan moved to develop a bylaw to allow borrowing on a line of credit. Pat Adamson seconded motion. **Unable to comply**: PLSB indicates that this is not feasible as it contravenes legislation.	CARRIED
MOTION 2019-083	Rosemarie Mayan moved to accept all reports as information. Procedural.	CARRIED
MOTION 2019-084	Lyndara Cowper-Smith moved to go in-camera to discuss personnel matters. Procedural.	CARRIED
MOTION 2019-085	Fayrell Wheeler moved to exit in-camera session. Procedural.	CARRIED
MOTION 2019-086	Pat Adamson moved to forward Sandra Blades application with recommendation for appointment by Town Council. Done as moved. Town Bylaw 99-15 allows for a maximum of 7 trustees on Board. Town will be reviewing and updating their Bylaw to allow for up to maximum allowed by Library Act.	CARRIED
MOTION 2019-087	Pat Adamson moved to receive correspondence as information. Procedural.	CARRIED

MOTION 2019-088 **Colleen Anderson** moved to adjourn the meeting at **11:37 am**. **CARRIED**
Procedural.

November 18, 2019 **Meeting called to order @ 9:09 am**

MOTION 2019-089 **Pat Adamson** moved to approve the agenda. **CARRIED**
Procedural.

MOTION 2019-090 **Donna Wiltse** moved to adopt the October 17th, 2019 meeting as amended. **CARRIED**
Procedural.

MOTION 2019-091 **Collen Anderson** moved nominations cease. **CARRIED**
Lyndara Cowper-Smith is proclaimed as Chair.

MOTION 2019-092 **Collen Anderson** moved nominations for Chair close. **CARRIED**
Rosemarie Mayan is proclaimed as Vice Chair.

MOTION 2019-093 **Collen Anderson** moved nominations for Treasurer close. **CARRIED**
Pat Adamson is proclaimed as Treasurer.

MOTION 2019-094 **Collen Anderson** moved that the Library Board's Executive Committee stand as follows: Lyndara Cowper-Smith as Chair, Rosemarie Mayan as Vice Chair, and Pat Adamson as Treasurer. **CARRIED**
Done as moved.

Action: Doug will check with Servus Credit Union to see if any paperwork is required as Executive Committee signatories remain unchanged.

Done. No paperwork is required by bank as none of the signatories are the same as those currently filed at Servus.

MOTION 2019-095 **Lyndara Cowper-Smith** moved optional general holidays (Easter weekend – Saturday, April 11, 2020; Easter Monday, April 13, 2020; Heritage Day, August 3, 2020; and Boxing Day, Saturday, December 26, 2020) will be un-paid closures. **CARRIED**
Done as moved.

MOTION 2019-096 **Lyndara Cowper-Smith** moved to accept the 2020 wage grid as presented. **Donna Gawalko** seconded the motion. **CARRIED**
Done as moved.

MOTION 2019-097 **Pat Adamson** moved to approve the revised 2020 budget as presented with a request of \$231,148 from County and a request of \$333,407 from Town. **Colleen Anderson** seconded the motion. **CARRIED**
Done as moved. Budget 2020 request submitted to Town as Request for Decision presentation scheduled for November 27 (decision deferred – still pending). Budget 2020 request submitted to County in letter (reply letter dated Nov 27 re Council decision to remain status quo at \$227,925).

MOTION 2019-098 **Donna Gawalko** moved to rescind Policy 4.1.2.1 **Nancy Dodds** seconded motion **CARRIED**
Done as moved.

MOTION 2019-099 **Pat Adamson** moved to accept the October 2019 financials as information. **CARRIED**
Procedural.

MOTION 2019-100 **Colleen Anderson** moved to accept all reports as information. **CARRIED**
Procedural.

Action & Decision Correspondence items:

- Oct 31: YRL-HQ: Allotment funding 2020 allocation.
Decision: 100% to ADV as all purchasing for ADVR collections is managed through main branch. YRL allotment allocation form signed.
- Nov 9: Parkland County Library Board: 2020 MOU support funding (\$3,314).

Decision: Agreement accepted and signed.

- Nov 14: Metrix Accountant: quote for 2019 Financial Review (\$3,000).
Action: The 2020 review of financials will be put to tender via contact with local accountants, advertising in local newspapers and library website.
Done. L. Smith and Doug Google-searched accountants in Drayton Valley: L. Smith attempted phone contact with all four locally listed CPAs, one provided quote, one refused, two did not respond. Posted on Library website Dec 5. Newspaper ad will be published in Dec 10 & 17 Western Review and Free Press. Deadline for tendering quotes is December 20.

MOTION 2019-101 **Colleen Anderson** moved to receive correspondence as information. **CARRIED**
Procedural.

MOTION 2019-102 **Nancy Dodds** moved to adjourn the meeting at **11:42 am.** **CARRIED**
Procedural.

December 12, 2019 **Meeting called to order @ 12:15 pm**

MOTION 2019-103 **Colleen Anderson** moved to approve the agenda. **CARRIED**
Procedural.

MOTION 2019-104 **Donna Wiltse** moved to adopt the November 18th, 2019 meeting. **CARRIED**
Procedural.

MOTION 2019-105 **Pat Adamson** moved to buy out Unifirst Carpet Cleaning contract in January 2020.
Rosemarie Mayan seconded motion **CARRIED 1 OPPOSED**
Done as moved (cheque for \$1101.86 payable on Dec 31, 2019: new carpets purchased Jan 2, 2020).

MOTION 2019-106 **Donna Wiltse** moved to open the library on Sunday February 16th between 4:00 pm and 8:00 pm to be staffed by 1 senior staff member and board members. **CARRIED**
****Pending**:** **To be advertised immediately on social media, website, newspaper ads and February newsletter January 27, 2020.**

MOTION 2019-107 **Donna Gawalko** moved to separate Library from Town's janitorial contract and set up Library billing and contract directly with Janitorial service provider.

Rosemarie Mayan seconded motion **CARRIED**

Action: Purchase shredder and return the shredding bin from the library workroom to Town office terminating Library's portion of shredding contract.

MOTION 2019-108 **Pat Adamson** moved to take 15-minute break. **CARRIED**
Procedural.

MOTION 2019-109 **Pat Adamson** moved to resume meeting. **CARRIED**
Procedural.

MOTION 2019-110 **Donna Gawalko** moved to accept the financial report as presented. **CARRIED**
Procedural.

MOTION 2019-111 **Pat Adamson** moved to approve a one-year agreement with Brazeau County only after the recommended edits have been made.

Donna Gawalko seconded motion **CARRIED**
Done as moved: Email sent to County Admin, Lee Chambers with attached Word Doc file of ready-to-sign one-year Memorandum of Agreement including all edits and formatting.

MOTION 2019-112 **Colleen Anderson** moved to start a contest with a skill testing question in order to rehouse the Big Red Tub. **CARRIED**
Done as Moved: ** Winner to be announced on Jan 27, 2020.**

MOTION 2019-113 **Rosemarie Mayan** moved to accept all reports as information. **CARRIED**
Procedural.

MOTION 2019-114 *Colleen Anderson* moved to receive correspondence as information. **CARRIED**
Procedural.

MOTION 2019-115 *Rosemarie Mayan* moved to adjourn the meeting at **2:45 am.** **CARRIED**
Procedural.