

# 2020 Summary of Library Board Motions, Action / Decision Items and Outcomes

Procedural Motions in Blue Font      Organizational Motions in Red Font

January 23, 2020    Meeting called to order @ 1:19 pm

**MOTION 2020-001**    *Nancy Dodds* moved to approve the agenda.      **CARRIED**

**MOTION 2020-002**    *Donna Wiltse* moved to adopt the December 12, 2019 meeting.      **CARRIED**

**MOTION 2020-003**    *Nancy Dodds* moved to sign the engagement letter from Nguyen Scott accounting firm to conduct review of Drayton Valley Library's 2019 financial statements.      **CARRIED**

**Completed.**

**MOTION 2020-004**    *Donna Gawalko* moved to approve the suggested changes to Bylaw 99-15.      **CARRIED**

**Completed.**

*Action: Doug will propose a change to Brazeau County MOU section 2.3 to read "The Library Board will provide Brazeau with a copy of the Library's annual report to the Minister of Municipal Affairs within a month of its completion as a means to track progress towards achieving goals set out in the five-year strategic plan of service."*

**MOU edit suggestion submitted, but renewal abandoned by County admin.**

*Action: Code of Conduct Brochures will be published for library use and distributed to councils and in the libraries.*

**Done.**

**MOTION 2020-005**    *Donna Gawalko* moved to strike an ad hoc committee consisting of Lyndara Cowper-Smith, Donna Wiltse, Pat Adamson, Nancy Dodds, and Doug Whistance-Smith to research a new location for the library, to be called the One-Library Committee.      **CARRIED**

**Committee work is ongoing.**

**MOTION 2020-006**    *Pat Adamson* moved to accept the annual report to PLSB as information and to approve submission of the report to PLSB.      **CARRIED**

**Admin Completed.**

**MOTION 2020-007**    *Donna Wiltse* moved to allow purge of patron fines.      **CARRIED**  
*Pat Adamson* seconded the motion.

**Admin Completed.**

**MOTION 2020-008**    *Pat Adamson* moved to accept the gross margin income statement as information.      **CARRIED**

**MOTION 2020-009**    *Donna Gawalko* moved to pay the reconciliation of \$76,360.01 to finalize the separation from Town finances.      **CARRIED**

*Donna Wiltse* seconded the motion.

**Admin Completed.**

*Action: Director will apply for the CSJ grant as soon as application becomes available on-line.*

**Done.**

**MOTION 2020-010**    *Pat Adamson* moved to accept all reports as information.      **CARRIED**

**MOTION 2020-011**    *Pat Adamson* moved to approve the 2020 budget.      **CARRIED**

**MOTION 2020-012**    *Nancy Dodds* moved to adjourn the meeting at 3:25 pm.      **CARRIED**

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**February 20, 2020 Meeting called to order @ 1:15 pm**

- MOTION 2020-013** *Pat Adamson* moved to approve the agenda. **CARRIED**
- MOTION 2020-014** *Rosemarie Mayan* moved to adopt the **January 23<sup>rd</sup>, 2020** meeting. **CARRIED**
- MOTION 2020-015** *Donna Wiltse* moved to accept policy 5.1.2.6 as revised.  
*Rosemarie Mayan* seconded the motion. **CARRIED**  
**Admin Completed.**
- MOTION 2020-016** *Colleen Anderson* moved to accept the February Financial Report as information. **CARRIED**
- MOTION 2020-017** *Pat Adamson* moved to accept all reports as information. **CARRIED**
- MOTION 2020-018** *Colleen Anderson* moved to resubmit Sandra Blades application to the town. **CARRIED**  
**Admin Completed.**
- MOTION 2020-019** *Pat Adamson* moved to adjourn the meeting at **2:58 pm**. **CARRIED**

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**April 2, 2020 Meeting called to order @ 1:15 pm**

- MOTION 2020-020** *Donna Gawalko* moved to approve the agenda. **CARRIED**
- MOTION 2020-021** *Rosemarie Mayan* moved to adopt the minutes with changes from the **February 20<sup>th</sup>, 2020** meeting. **CARRIED**
- MOTION 2020-022** *Pat Adamson* moved to adopt the accountants review of 2019 financial statements.  
*Donna Gawalko* Seconded the motion. **CARRIED**
- MOTION 2020-023** *Pat Adamson* moved to approve the February Financial Reports as information. **CARRIED**
- MOTION 2020-024** *Rosemarie Mayan* moved to cover payroll and retain staff until April 24<sup>th</sup> and reassess on April 23<sup>rd</sup>. **CARRIED**  
**Admin Completed.**
- MOTION 2020-025** *Pat Adamson* moved to accept all reports as information. **CARRIED**
- MOTION 2020-026** *Colleen Andersen* moved to adjourn the meeting at **2:22 pm**. **CARRIED**

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**April 23, 2020 Meeting called to order @ 10:23 am**

- MOTION 2020-027** *Donna Gawalko* moved to approve the agenda. **CARRIED**
- MOTION 2020-028** *Rosemarie Mayan* moved to adopt the minutes with changes from the **April 2<sup>nd</sup>, 2020** meeting. **CARRIED**
- MOTION 2020-029** *Pat Adamson* moved to lay-off Service Specialist employees and cover health benefits until they can return to work. **CARRIED**  
**Admin Completed.**
- MOTION 2020-030** *Donna Gawalko* moved to transfer \$50,000.00 of the unrestricted surplus to the Operational Contingency account.  
*Pat Adamson* seconded the motion. **CARRIED**  
**Admin Completed.**
- MOTION 2020-031** *Rosemarie Mayan* moved to spend 2019 restricted surplus on purchase of slope-faced shelving as quoted by Nansen Group.  
*Sandra Blades* seconded the motion. **CARRIED**  
**Admin Completed.**
- MOTION 2020-032** *Pat Adamson* moved to table remaining agenda items and adjourn the meeting at **11:15 am**. **CARRIED**



*Action Item: The Director draft letter to councils declaring the outcome of the vote on recommendation along with a summary of the Committee's findings.*

**Done.**

- MOTION 2020-051**     **Pat Adamson** moved to accept the June financials as information.     **CARRIED**
- MOTION 2020-052**     **Donna Wiltse** moved to receive the reports as information.     **CARRIED**
- MOTION 2020-053**     **Colleen Andersen** moved to adjourn the meeting at **11:30 am.**     **CARRIED**

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**August 20, 2020**     **Meeting called to order @ 1:21 pm**

- MOTION 2020-054**     **Donna Wiltse** moved to approve the agenda.     **CARRIED**
- MOTION 2020-055**     **Donna Gawalko** moved to adopt the minutes with changes from the **August 20, 2020** meeting.     **CARRIED**

*Action Item: The Director will provide trustees with application for appointment renewals.*

**Done.**

*Action Item: The Director will make personnel policy edits as discussed.*

**Done.**

- MOTION 2020-056**     **Pat Adamson** moved to approve the Personnel Policies, Personnel Procedures, Personnel Forms, and Personnel Appendices with the edits discussed.     **CARRIED**  
**Donna Gawalko** Seconded the Motion.  
**Admin Completed.**

- MOTION 2020-057**     **Donna Gawalko** moved to rescind superseded policies.     **CARRIED**  
**Pat Adamson** Seconded the Motion.  
**Admin Completed.**

- MOTION 2020-058**     **Pat Adamson** moved to enter in-camera session at 2:30 pm.     **CARRIED**

- MOTION 2020-059**     **Donna Gawalko** moved to exit in-camera session at 3:05 pm.     **CARRIED**

*Action Item: The Director will discuss the STAR Catholic invoice adjustment to account for Rotary closures due to Pandemic Closure (no janitorial after March 16).*

**Done.**

- MOTION 2020-060**     **Donna Gawalko** moved to accept the July financials and budget as information     **CARRIED**

*Action Item: The Director will interview with Free Press re home-school resources at library. Limit comments on potential new facility except in context of the need to find a solution to accommodate combined collections and programs under one roof.*

**Done.**

- MOTION 2020-061**     **Pat Adamson** moved to adjourn the meeting at **3:48 pm.**     **CARRIED**

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**September 10, 2020**     **Meeting called to order @ 9:25 am**

- MOTION 2020-062**     **Colleen Andersen** moved to approve the agenda as amended.     **CARRIED**

- MOTION 2020-063**     **Donna Wiltse** moved to adopt the minutes as amended.     **CARRIED**

- MOTION 2020-064**     **Pat Adamson** moved to approve a 1% COLA for all staff below the level of Director and pay grid level change for Darlene and Lorna.     **CARRIED**  
**Colleen Andersen** seconded the motion.  
**Admin Completed.**

- MOTION 2020-065**     **Donna Wiltse** moved to go *in camera* at 10:00 am.     **CARRIED**

- MOTION 2020-066**     **Pat Adamson** moved to exit *in camera* session at 10:05 am.     **CARRIED**

**MOTION 2020-067** **Rosemarie Mayan** moved to approve a pay grid level change for Director, Doug Whistance-Smith from level 1 to 2 not to include a 1% COLA increase. The Director's 2021 salary will be increased to \$82555 per annum effective November 23, 2020  
**Sandra Blades** seconded the motion. **CARRIED**  
**Admin Completed.**

**MOTION 2020-068** **Rosemarie Mayan** moved to approve the 2021 Operating Budget at status quo municipality request and to forward the summary of this budget with an offer to present the appropriation request to Town and County Councils.  
**Pat Adamson** seconded the motion. **CARRIED**  
**Admin Completed.**

*Action Item: The Director will schedule a date with Rosemarie Mayan and Sandra Blades at the earliest convenience. The Director will contact Jordan DeSousa at Public Library Services Branch to inquire about supports or advice for planning during pandemic.*  
**Done. Continue with planning using community survey & event feedback. PLSB will provide support when needed.**

*Action Item: The Chair will make inquiries with Town about any further information regarding purchase price for Sears space to fill in the gap in the committee's assessment and recommendation.*  
**Done. Information presented at Joint Council session on October 8.**

**MOTION 2020-069** **Sandra Blades** moved to accept all reports as information. **CARRIED**  
*Action Item: Donna and Pat will complete and submit applications for Board & Committee Membership.*  
**Done.**

**MOTION 2020-070** **Pat Adamson** moves to accept Business items as information. **CARRIED**

**MOTION 2020-071** **Donna Wiltse** moved to accept correspondences as information. **CARRIED**

**MOTION 2020-072** **Rosemarie Mayan** moved to adjourn meeting. **CARRIED**

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**October 15, 2020** **Meeting called to order @ 1:20 pm**

**MOTION 2020-073** **Pat Adamson** moved to approve the agenda as amended. **CARRIED**

**MOTION 2020-074** **Donna Gawalko** moved to adopt the minutes as amended. **CARRIED**

**MOTION 2020-075** **Pat Adamson** moved to renew Board membership at the new fee.  
**Sandra Blades** seconded the motion. **CARRIED**  
**Admin Completed.**

**MOTION 2020-076** **Donna Gawalko** moved to table further discussion or decision to November. **CARRIED**

**MOTION 2020-077** **Sandra Blades** moved to suspend plans for Rotary Children's Library re-launch indefinitely until staffing levels allow. **CARRIED**  
**Admin Completed.**

*Action Item: The Main Branch programmer can move forward with promoting and presenting some in-person activities in the Civic Centre meeting rooms to allow for social distancing and other health and safety protocols.*  
**Done.**

**MOTION 2020-078** **Donna Gawalko** moved to accept financial report as information. **CARRIED**

*Action Item: An ad hoc committee consisting of Kara Westerlund/ Donna Wiltse, Nancy Dodds, Sandra Blades and Doug Whistance-Smith will draft a letter of position for Drayton Valley Library to be reviewed at the November Library Board meeting.*

Done.

*Action Item: The New Facility Committee will suspend all activity until 2021.*

Done.

**MOTION 2020-079** *Donna Gawalko* moved to accept reports as information. **CARRIED**

**MOTION 2020-080** *Donna Gawalko* moved to go *in camera* at 3:25 pm. **CARRIED**

**MOTION 2020-081** *Colleen Andersen* moved to exit *in camera* session at 3:28 pm. **CARRIED**

**MOTION 2020-082** *Donna Gawalko* moved to forward a letter of recommendation to Town Council for Colleen Schoeninger's appointment to the Board for a three-year term ending **October 31, 2023**. **CARRIED**  
Admin Completed.

**MOTION 2020-083** *Pat Adamson* moved to forward a letter of recommendation to Town Council for Karen Hickerty's appointment to the Board for a two-year term ending **October 31, 2022**. **CARRIED**  
Admin Completed.

**MOTION 2020-084** *Pat Adamson* moved to forward a letter of recommendation to Town Council for Susan Schwindt's appointment to the Board for a one-year term ending **October 31, 2021**. **CARRIED**  
Admin Completed.

**MOTION 2020-085** *Lyndara Cowper-Smith* moved to forward letters of recommendation to Town Council for re-appointment of Donna Gawalko and Pat Adamson to the Board for additional three-year terms ending **October 31, 2023**. **CARRIED**  
Admin Completed.

**MOTION 2020-086** *Pat Adamson* moved to accept correspondences as information. **CARRIED**

**MOTION 2020-087** *Colleen Andersen* moved to adjourn meeting at **4:15 pm**. **CARRIED**

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**November 19, 2020** Meeting called to order @ 1:15 pm

**MOTION 2020-088** *Donna Gawalko* moved to approve the agenda as amended. **CARRIED**

**MOTION 2020-089** *Pat Adamson* moved to adopt the October minutes as presented. **CARRIED**

**MOTION 2020-090** *Bill Ballas* moved to go *in camera* at **1:18 pm**. **CARRIED**

**MOTION 2020-091** *Susan Schwindt* moved to exit *in camera* at **2:00 pm**. **CARRIED**

**MOTION 2020-092** *Bill Ballas* moved to permanently close Rotary Children's Library effective December 31, 2020. **CARRIED**  
*Donna Gawalko* seconded the motion. **CARRIED**  
Admin Completed.

*Action Item: The Library Director will proceed with staff restructuring, budget review, letters to councils and stakeholders including Rotary, STAR Catholic, PLSB and YRL. The Director will immediately begin process of re-distributing Rotary collections to Municipal Library or to arrange for storage to have Rotary Library cleared by the December 31 target date. The Director will broadcast the resolution by public service announcement.*

Done.

**MOTION 2020-093** **Sandra Blades** moved to proceed with coordinating the transfer of health benefits from SunLife to Cooperators with a December 31, 2020/ January 1, 2021 transition date.  
**Donna Gawalko** seconded the motion. **CARRIED**  
**Admin Completed.**

**MOTION 2020-094** **Sandra Blades** moved to close Executive elections; Chair **Lyndara Cowper-Smith**, Vice-Chair **Donna Gawalko** and Treasurer **Pat Adamson** have been elected as Executive Officers with signing authority on banking and legal matters on behalf of the Board. **CARRIED**  
**Admin Completed.**

*Action Item: The Library Director will convey Executive Officers information to PLSB, ALTA, Municipal Councils, YRL and Servus Credit Union for transfer of signing authority.*  
**Done.**

**MOTION 2020-095** **Donna Gawalko** moved to close the library on Saturdays during all statutory and civic holiday weekends effective immediately. The library will also close at 5 pm on all Thursday evenings effective immediately until the policy on public service hours is reviewed.  
**Susan Schwindt** seconded the motion. **CARRIED**  
**Admin Completed.**

*Action Item: The Library Director will begin amending the bylaw, schedules, policies and appendices regarding changes to library operations.*  
**Done.**

*Action Item: The Library Director will notify Colleen Andersen that the Library will take over the cost for Genealogy-based magazine subscriptions from Historical Society in honour of Colleen's contributions to the Board and community.*  
**Done.**

**MOTION 2020-096** **Sandra Blades** moved to adjourn the 2020 Annual General & Meeting. **CARRIED**

**MOTION 2020-097** **Karen Hickerty** moved approve Appendices 2-B, 3-A, 3-B, 3-C, 4-B, 5-B, 5-D, 6-A, 6-B, 6-C; Appendix 4-A requires amendments to reflect changes to scheduled closures. **CARRIED**  
**Admin Completed.**

**MOTION 2020-098** **Sara Wheale** moved to accept financial report as information. **CARRIED**

**MOTION 2020-099** **Karen Hickerty** moved to amend the Library's public hours to include late opening at 10 am on all Monday mornings effective in January 2021.  
**Susan Schwindt** seconded the motion. **CARRIED**  
**Admin Completed.**

**MOTION 2020-100** **Pat Adamson** moved to approve the advocacy letter addressed to Minister Tracy Allard with CC sent to YRL Board Chair, Town CAO and County CAO to share with councils as information.  
**Susan Schwindt** seconded the motion. **CARRIED**  
**Admin Completed.**

**MOTION 2020-101** **Pat Adamson** moved to accept correspondences as information. **CARRIED**

**MOTION 2020-102** **Donna Gawalko** moved to adjourn meeting at **3:45 pm**. **CARRIED**