

2021 Summary of

Library Board Motions, Action Items & Outcomes

Procedural Motions in Blue Font

Organizational Motions in Red Font

January 21, 2021 Meeting called to order @ 1:16 pm (10/10 present) Quorum Declared

MOTION 2021-001 Pat Adamson moved to approve the agenda as amended. CARRIED

MOTION 2021-002 Pat Adamson moved to adopt the November 19 minutes as presented. CARRIED

Action Item: Information from Bakery partnership proposal will be reviewed further by the New Facility Committee.

MOTION 2021-003 Pat Adamson moved to approve the amended 2021 Operating Budget. Colleen Schoeninger seconded the motion. CARRIED
Done: submitted to municipal councils.

MOTION 2021-004 Susan Schwindt moved to sell the van for \$5,000 with full payment to be completed on or before July 2021 with money to be deposited into the Library's Capital Reserve account. Donna Gawalko seconded the motion. CARRIED
Completed by May 2021.

MOTION 2021-005 Karen Hickerty moved to approve policies 3.1.2.7, 4.1.1 and Schedule 4-A as presented. CARRIED
Done: transmitted accordingly.

MOTION 2021-006 Sara Wheale moved to rescind Appendix 1-I STAR Catholic Agreement. Donna Gawalko seconded the motion. CARRIED
Done: removed from manual.

MOTION 2021-007 Rosemarie Mayan moved to approve edits to policies 1.3, 1.4, 1.6, 1.7, 2.1, 2.1.2.4, 3.1.2 and 3.1.3.7. CARRIED
Done: transmitted accordingly.

MOTION 2021-008 Rosemarie Mayan moved to accept first reading of DVMLB Bylaw 2021. Susan Schwindt seconded the motion. CARRIED
Done: FIRST READING

Action Item: Trustees will thoroughly review the amended Bylaw and schedules prior to the next scheduled Board meeting.

MOTION 2021-009 Donna Gawalko moved to go in camera at 2:30 pm. CARRIED

MOTION 2021-010 Susan Schwindt moved to exit in camera at 2:43 pm. CARRIED

Action Item: The Board Chair and Director will consult with legal counsel to discuss options. The Director will forward information to the Board by email and phone if motion is required ahead of response deadline.

Action Item: The Director will prepare a letter on behalf of the Board to thank Laurie Smith for volunteering storage space; an honorarium (recommended at \$100/ month) will be determined based on the number of months that storage is required.

Action Item: The Director will seek another organization to take over the Ricoh printer lease.

MOTION 2021-011 Susan Schwindt moved purchase \$75 restaurant gift cards for C. Whistance-Smith and M. Edwards for help with dismantling and move the Rotary Library. Karen Hickerty seconded the motion. CARRIED
Done.

Action Item: The Director will provide the Chair with thank you cards from the Board to send along with gift cards.

- MOTION 2021-012** *Rosemarie Mayan* moved to accept the Rotary update as information. **CARRIED**
- MOTION 2021-013** *Pat Adamson* moved to routinely deposit GST rebates to Op. Reserve.
Rosemarie Mayan seconded the motion. **CARRIED**
Done.
- MOTION 2021-014** *Pat Adamson* moved to transfer \$3683.10 from Savings to Cap. Reserve.
Karen Hickerty seconded the motion. **CARRIED**
Done.
- MOTION 2021-015** *Sara Wheale* moved to transfer signing authority from Rosemarie Mayan to Donna Gawalko.
Pat Adamson seconded the motion. **CARRIED**
Done.
- Action Item: The Director will scan and send the signed November meeting minutes to the account administrator at Service Credit Union who will then schedule an appointment with Donna Gawalko.*
- MOTION 2021-016** *Colleen Schoeninger* moved to form an ad hoc Strategic Planning Committee including the following members: Donna Gawalko (Committee Chair), Rosemarie Mayan, Karen Hickerty, Susan Schwindt, Colleen Schoeninger, Sandra Blades and Doug Whistance-Smith. A preliminary draft will be ready for review at the March Board meeting. **CARRIED**
Done.
- MOTION 2021-017** *Sara Wheale* moved to go *in camera* at **3:37 pm.** **CARRIED**
- MOTION 2021-018** *Susan Schwindt* moved to exit *in camera* at **3:51 pm.** **CARRIED**
- Action Item: The Director will contact PLSB to find out what is involved in facility naming rights and what is required under library legislation.*
- MOTION 2021-019** *Donna Gawalko* moved to approve and sign PCLB Agreement. **CARRIED**
Done.
- MOTION 2021-020** *Pat Adamson* moved to accept correspondences as information. **CARRIED**
- MOTION 2021-021** *Sara Wheale* moved to adjourn meeting at **4:05 pm.** **CARRIED**

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**February 18, 2021 Meeting called to order @ 1:21 pm (10/10 present) Quorum Declared**

- MOTION 2021-022**     *Donna Gawalko* moved to approve the agenda as presented. **CARRIED**
- MOTION 2021-023**     *Susan Schwindt* moved to adopt the **January 21** minutes as corrected. **CARRIED**
- MOTION 2021-024**     *Rosemarie Mayan* moved to accept second reading of DVMLB Bylaws and Schedules.  
*Donna Gawalko* seconded the motion. **CARRIED**  
**Done: SECOND READING**

*Action Item: Director Doug Whistance-Smith will send the Draft Bylaws to Public Library Services Branch for review and recommended edits prior to proceeding with third reading.*

- MOTION 2021-025**     *Sara Wheale* moved to accept PLSB's recommended terminology change in policies without re-printing or re-signing documents.  
*Karen Hickerty* seconded the motion. **CARRIED**  
**Done.**

*Action Item: Board members will make hand-written corrections in Trustee Policy Manuals. The Director will make corrections to electronic files and post updated version on the website.*

- MOTION 2021-026**     *Pat Adamson* moved to approve Appendix 5-A and 5-C introductions. **CARRIED**  
**Done: transmitted accordingly.**

- MOTION 2021-027**     **Susan Schwindt** moved to approve the 2020 Annual Report as presented and submit to PLSB. **CARRIED**  
**Done.**
- MOTION 2021-028**     **Donna Gawalko** moved to approve the slideshow publicly acknowledging donors and volunteers to be posted on the Library website, social media, newsletter and newspaper. **CARRIED**  
**Done.**

*Action Item: Board members are encouraged to sign thank you cards for staff family members who donated time and effort to cleaning our Rotary Library. Cards will be at the service desk until Friday, February 26.*

- MOTION 2021-029**     **Pat Adamson** moved to accept the financial report as presented. **CARRIED**
- MOTION 2021-030**     **Rosemarie Mayan** moved to accept administration reports as information. **CARRIED**
- MOTION 2021-031**     **Bill Ballas** moved to go *in camera* at **2:25 pm**. **CARRIED**
- MOTION 2021-032**     **Donna Gawalko** moved to exit *in camera* at **2:30 pm**. **CARRIED**
- MOTION 2021-033**     **Susan Schwindt** moved to accept committee reports as information. **CARRIED**
- MOTION 2021-034**     **Karen Hickerty** moved to approve the letter from the Board's legal representative, Andrew Skieth, in response to the legal matter. **CARRIED**  
**Pat Adamson** seconded the motion. **CARRIED**

Vote on the **motion 2021-034** was conducted by email on Feb. 11 and verified Feb 18.  
**Done.**

- MOTION 2021-035**     **Donna Gawalko** moved to adjourn meeting at **2:45 pm**. **CARRIED**

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March 18, 2021 **Meeting called to order @ 1:15 pm (10/10 present)** **Quorum Declared**

- MOTION 2021-036** **Donna Gawalko** moved to approve the agenda as presented. **CARRIED**
- MOTION 2021-037** **Susan Schwindt** moved to adopt the **February 18** minutes as corrected. **CARRIED**
- MOTION 2021-038** **Donna Gawalko** moved to accept third reading of DVMLB Bylaws and Schedules with amendment to wording of Exam fees in Schedule E. **CARRIED**
Susan Schwindt seconded the motion. **CARRIED**
Done: THIRD READING

*Action Item: The Director will forward a signed copy of the Bylaw and Schedules County administration to present to Council as information. A copy will also be sent to Town administration with a request for Council to accept the Bylaws. Once accepted by Town Council the Bylaws will be submitted to PLSB and CRA Charities Directorate. **Done.***

- MOTION 2021-039** **Pat Adamson** moved to approve Appendix 2-A, 3-A and Policy 3.1.2.8. **CARRIED**
Done: transmitted accordingly.
- MOTION 2021-040** **Pat Adamson** moved to accept the Review of Financial Statements as presented. **CARRIED**
Donna Gawalko seconded the motion. **CARRIED**
Done: transmitted accordingly.

*Action Item: The Director will forward a signed copy of the Review to Town and County administration to present to Councils as information. A copy will also be sent to Parkland County Library Board and FCSS according to allotment and grant agreements. The CRA Charity Return will be completed by the Director in advance of the June deadline for filing. **Done.***

- MOTION 2021-041** **Colleen Schoeninger** moved to transfer \$30,000 to Operating Reserve. **CARRIED**
Rosemarie Mayan seconded the motion. **CARRIED**

Done.

MOTION 2021-042 **Donna Gawalko** moved to accept the financial report as presented.
Susan Schwindt seconded the motion. **CARRIED**

Action Item: Wording in the Safe Use brochure about sleeping needs to better reflect wording in the Bylaw paragraph 2.3.3.

MOTION 2021-043 **Pat Adamson** moved to accept reports as information. **CARRIED**

MOTION 2021-044 **Sandra Blades** moved to follow advice of Board’s legal representative, Andrew Skieth in response to legal matter.
Colleen Schoeninger seconded the motion. **CARRIED**

Vote on the **motion 2021-044** was conducted by email on Feb 26 and verified Mar 18.

Done.

MOTION 2021-045 **Susan Schwindt** moved to adjourn meeting at **2:25 pm**. **CARRIED**

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**April 22, 2020** **Meeting called to order @ 1:16 pm (8/10 present)** **Quorum Declared**

**MOTION 2021-046** **Susan Schwindt** moved to approve the agenda as presented. **CARRIED**

**MOTION 2021-048** **Rosemarie Mayan** moved to proceed with reinstating \$1M D&O coverage at full quoted premium (\$605) for the full year.  
**Karen Hickerty** seconded the motion. **CARRIED**  
**Done. Coverage retro-active from January 2021.**

*Action Item:* The Director will contact YRL to inquire on pricing for D&O premiums for quoted cost comparison. Information will not affect decision for MOTION 2021-048 but may be used to decide on insurance coverage for 2022. **Cost-comparison reveals current insurer is competitive.**

**MOTION 2021-049** **Rosemarie Mayan** moved to approve the 2021-2025 POS as presented. **CARRIED**  
**Done: transmitted accordingly.**

*Action Item:* The Director will forward the POS to Town and County administration to present to Councils as information. A copy will also be sent to YRL, PLSB and Mark Smith (MLA – Drayton Valley-Devon).

**MOTION 2021-050** **Susan Schwindt** moved to proceed with the equipment upgrade up to maximum of \$3000 for the required computer components.  
**Karen Hickerty** seconded the motion. **CARRIED**  
**Done.**

**MOTION 2021-051** **Pat Adamson** moved to accept the financial report as information. **CARRIED**  
*Action Item:* The Director is instructed to draft advocacy letters to councils and submit to Executive for any edits before signing and sending.

*Action Item:* The Director will request an opportunity to address council with a request to proceed with purchasing the Sears Building. Bill Ballas recommended the Director coordinate with Jennifer Stone (Town) when presenting the EOI findings, framing the Sears Building as a “net-positive” solution.

*Action Item:* The Director will investigate the process for changing appointment of Town representative to YRL Board.

**MOTION 2021-052** **Rosemarie Mayan** moved to accept reports as information. **CARRIED**  
**2:15 pm – Colleen Schoeninger enters the meeting.**

**MOTION 2021-053** **Susan Schwindt** moved to accept correspondence items. **CARRIED**

**MOTION 2021-054** **Colleen Schoeninger** moved to adjourn meeting at **2:27 pm**. **CARRIED**  
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May 20, 2021

Meeting called to order @ 1:15 pm (9/10 present) Quorum Declared

MOTION 2021-055 Donna Gawalko moved to approve the agenda as presented. **CARRIED**

MOTION 2021-056 Rosemarie Mayan moved to adopt the April 22 minutes as presented. **CARRIED**

MOTION 2021-057 Pat Adamson moved to go in-camera at 1:18 pm. **CARRIED**

MOTION 2021-058 Donna Gawalko moved to exit in-camera at 1:54 pm. **CARRIED**

MOTION 2021-059 Rosemarie Mayan moved to instruct the Board's legal representative to proceed with the 'dispute note' as worded in response. **CARRIED**
Done.

MOTION 2021-060 Susan Schwindt moved to approve policies 5.1 / 5.1.1 / 5.1.1.1 / 5.1.2.1 / 5.1.3 / 5.1.3.1 / 5.1.3.2 (# procedure) / 5.1.3.3 (# procedure) / 5.1.3.4 / 5.1.4 / 5.1.4.1 / 5.1.4.2 / 5.1.4.3 / 5.1.4.4 / 5.1.4.5 (# procedure) / 5.1.4.6 (# procedure) / 5.1.5 / 5.1.5.1 / 5.1.5.2 (# procedure) / 5.1.5.3 / and 5.1.6 as presented and to approve policies 5.1.2 and 5.1.2.2 as amended. **CARRIED**
Karen Hickerty seconded the motion.
Done: transmitted accordingly.

Action Item: The Director will provide Susan Schwindt with information on the small desk top copier for a potential local option. Should this option fall through, Bill Ballas suggested selling the copier on-line.

MOTION 2021-061 Pat Adamson moved to accept the financial report as information and to use the percent-remaining format for bookkeeping reports moving forward. **CARRIED**
Karen Hickerty seconded the motion.

Action Item: The Board Chair will draft a letter to the editor of Free Press outlining the Library's position on the need for a new facility.

MOTION 2021-062 Sara Wheale moved to accept reports as information. **CARRIED**

MOTION 2021-063 Donna Gawalko moved to adjourn the meeting at 3:58 pm. **CARRIED**

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**June 17, 2021**

**Meeting called to order @ 1:14 pm (9/10 present) Quorum Declared**

**MOTION 2021-065** Karen Hickerty moved to approve the agenda as corrected. **CARRIED**

**MOTION 2021-066** Susan Schwindt moved to adopt the May 20 minutes as presented. **CARRIED**

*Action Item:* The Director will advertise the small Ricoh printer on social media if the Ag Society does not take over the lease.

**1:35 pm Rosemarie Mayan enters meeting.**

**MOTION 2021-067** Pat Adamson moved to approve policies 5.2 / 5.2.1 / 5.2.1.1 and 5.2.1.2 as well as the procedures for 5.1.5.3 and 5.2.1.1 and Appendix 5D. **CARRIED**  
Karen Hickerty seconded the motion.  
Done: transmitted accordingly.

*Action Item:* The Director will write a press-release article on FamilySearch for DV Free Press.

**MOTION 2021-068** Pat Adamson moved to accept the financial report as information. **CARRIED**

*Action Item:* The Director will consult with the Programmer to define age group reporting. This will be included in the analysis notes before submitting the report to municipalities and publishing on the website and newspaper.

**MOTION 2021-069** Rosemarie Mayan moved to accept reports as information. **CARRIED**

**MOTION 2021-070** Pat Adamson moved to accept correspondence items. **CARRIED**

**MOTION 2021-071** Sara Wheale moved to adjourn meeting at 2:30 pm. **CARRIED**



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- August 19, 2021**      **Meeting called to order @ 1:28 pm (6/10 present)**      **Quorum Declared**
- MOTION 2021-072**      *Karen Hickerty* moved to approve the agenda as presented.      **CARRIED**
- MOTION 2021-073**      *Pat Adamson* moved to adopt the **June 17** minutes as presented.      **CARRIED**
- MOTION 2021-074**      *Rosemarie Mayan* moved to offer a \$12,500 settlement of claim.  
*Sandra Blades* seconded the motion.      **CARRIED**  
**Done.**

*Action Item:* The Director will consult with Ag Society to see if they are willing to purchase the surplus printer for \$3500 rather than the previous offer of taking over lease. Table further discussion to next Board meeting.

- MOTION 2021-075**      *Pat Adamson* moved to approve the Glossary of Terms, Definitions & Abbreviations, including the definition of Quorum.      **CARRIED**  
**Done: transmitted accordingly.**
- MOTION 2021-076**      *Rosemarie Mayan* moved to approve the interim MOU with Brazeau to support funding for the remainder of 2021.      **CARRIED**  
**Done: transmitted accordingly.**
- MOTION 2021-077**      *Karen Hickerty* moved to keep the Library closed on Saturdays during holiday weekends in 2022.      **CARRIED**  
**Done. Included in Appendix 4A for 2022**

**1:48 pm Sara Wheale enters meeting.**  
**Sara Wheale requests addition of Grant opportunity to agenda.**

- MOTION 2021-078**      *Rosemarie Mayan* moved to include discussion of new grant opportunities to agenda item 5.d.      **CARRIED**
- MOTION 2021-079**      *Rosemarie Mayan* moved to cancel the JPL room reservations.      **CARRIED**  
**Done. Reimbursement applied to Mastercard.**
- MOTION 2021-080**      *Pat Adamson* moved to approve the draft 2022 budget as presented.  
*Rosemarie Mayan* seconded the motion.      **CARRIED**  
**Done: transmitted accordingly.**
- MOTION 2021-081**      *Sandra Blades* moved to commit combined volume of reserve accounts to seed the Community Revitalization grant application for a new facility.  
*Pat Adamson* seconded the motion.      **CARRIED**  
**Town Administration abandoned grant application. No money expended.**

*Action Item:* The Director will share information with County upon request re the cost of start-up purchase and on-going book-mobile operational expenses from past discussion with Strathcona County Library. **No request for information from County.**

*Action Item:* The Manager will connect with Breton Manager to offer advice on collection development as needed.

*Action Item:* The Director will send a reminder email to trustees re date/ time & link to PLSB Red-Tape-Reduction sessions.

- MOTION 2021-082**      *Karen Hickerty* moved to accept reports as information.      **CARRIED**
- MOTION 2021-083**      *Pat Adamson* moved to accept correspondence items.      **CARRIED**
- MOTION 2021-084**      *Sara Wheale* moved to adjourn meeting at **3:14 pm.**      **CARRIED**

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Municipal Elections - October 18.

**Elected-Member appointments on Board conclude.
Board composition change to 8 Members-at-Large
(until new Council appointees announced).**

October 21, 2021 Meeting called to order @ 1:16 pm (7/8 present) Quorum Declared

MOTION 2021-085 *Donna Gawalko* moved to approve the agenda as presented. **CARRIED**

MOTION 2021-086 *Rosemarie Mayan* moved to adopt the **August 19** minutes as presented. **CARRIED**

Action Item: The Director will include a section in the proposed MOU on trustee succession and recruitment before forwarding to Town CAO for further discussion and development. **Done.**

MOTION 2021-087 *Donna Gawalko* moved to approve amended policies 2.2, 2.2.1, 2.2.1.1 and Appendix 4-A. *Susan Schwindt* seconded the motion. **CARRIED**

Action Item: The Director will insert updated Form 5.1.4.1 to staff policy manuals. **Done.**

Action Item: The Bookkeeper is instructed to consult with the Director (by phone) prior to approving any offer to purchase items in storage.

MOTION 2021-088 *Susan Schwindt* moved to approve an honorarium of \$40 per month for duration that items have been stored on private property; the honorarium will be paid at the end of the fiscal year or once items have been removed from storage. *Sandra Blades* seconded the motion. **CARRIED**

Action Item: The Director's next performance review will be scheduled in November 2022.

Action Item: The Advocacy Committee will communicate with Rotary Club to seek support for a new facility. **PENDING**

Action Item: The Director will get quotes for cost of space rearrangement. **PENDING**

Action Item: The Director will schedule a Friends planning meeting with Lyndara and Amanda.

MOTION 2021-089 *Pat Adamson* moved to submit the amended Request for Decision document to Town Council nominating Susan Schwindt and Rosemarie Mayan for member-at-large re-appointment to the Board. **CARRIED**

MOTION 2021-090 *Donna Gawalko* moved to accept correspondence items. **CARRIED**

MOTION 2021-091 *Karen Hickerty* moved to adjourn meeting at **3:10 pm**. **CARRIED**

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**November 18, 2021 Meeting called to order @ 1:16 pm (8/10 present) Quorum Declared**

**MOTION 2021-092** *Donna Gawalko* moved to approve the agenda as presented. **CARRIED**

**MOTION 2021-093** *Susan Schwindt* moved to adopt the **October 21** minutes as presented. **CARRIED**

**1:19 pm** *Lyndara Cowper-Smith* passes control of **Annual Organization Meeting** to *Douglas Whistance-Smith*.

**MOTION 2021-094** *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**  
**No change required on bank accounts.**

*Action Item:* The Library Director will convey Executive Officers information to PLSB, ALTA, Municipal Councils and YRL. **Done.**

**MOTION 2021-095** *Lyndara Cowper-Smith* moved to conduct a Review of Financial Statements for the 2021 and 2022 financial years, and to plan for a full audit in 2023 financial year. *Donna Gawalko* seconded the motion. **CARRIED**  
**Administrative.**

**MOTION 2021-096** **Colleen Schoeninger** moved to approve the amended Saturday business hours to 10 am – 5 pm effective in the first week of January 2022; Policy 4.1.1 is approved as amended.  
**Rosemarie Mayan** seconded the motion. **CARRIED**

*Action Item: The Director will forward Policy 4.1.1 amendments to PLSB, Town Council, Brazeau Council and YRL no later than December 31. The new Saturday hours will also be publicized on website, social media, newsletters, advertising or marketing pieces prior to January 2022. Done*

**MOTION 2021-097** **Sandra Blades** moved to adjourn the Annual Organizational Meeting. **CARRIED**

*1:52 pm Douglas Whistance-Smith passes control of meeting to Lyndara Cowper-Smith.*

**MOTION 2021-098** **Pat Adamson** moved to approve the draft Memorandum of Understanding between the Town and Library Board as amended and to submit the document along with the covering letter to Town C.A.O.

**Colleen Schoeninger** seconded the motion. **CARRIED**  
**Done: transmitted accordingly.**

*Action Item: The Director will continue work on the MOA for review by the Board at the next scheduled meeting.*

**MOTION 2021-099** **Pat Adamson** moved to submit the FCSS Grant application with requested \$4000 in support funding for SRC program payroll. **CARRIED**  
**Done.**

*Action Item: Trustees and staff are invited to write short personal story memoirs about libraries and submit them to the Director for inclusion in reports to government and publication in social media, newsletters, newspaper articles, etc.*

*Action Item: The Board will pay the required application fees to establish the Friends.*

**MOTION 2021-100** **Karen Hickerty** moved to accept reports. **CARRIED**

**MOTION 2021-101** **Donna Gawalko** moved to accept correspondence items. **CARRIED**

**MOTION 2021-102** **Karen Hickerty** moved to adjourn meeting at **3:05 pm**. **CARRIED**