



## TOWN of DRAYTON VALLEY LIBRARY BOARD MEETING MINUTES

The minutes of the Drayton Valley Municipal Library Board regular meeting held  
Aug 18, 2022 in the Civic Centre Meeting Room

**PRESENT Trustees:** Lyn Cowper-Smith (Chair), Pat Adamson, Rose Mayan, Susan Schwindt, Randy Swap. Via Zoom: Karen Hickerty & Rick Evans

**Administration:** Doug Whistance-Smith (Director), Dana Crawford (Manager)

**ABSENT** Donna Gawalko, Colleen Schoeninger, Sandra Blades,

**GUESTS** None

### CALL TO ORDER

Chair **Lyn Cowper-Smith** called the meeting to order at 1:17 pm.

**Quorum Declared**

### 1. ADOPTION OF AGENDA

*Additions/ Deletions/ Amendments:* Add **4a) Manager Position**

**MOTION 2022-050** **Rose Mayan** moved to approve the agenda as amended. **CARRIED**

### 2. ADOPTION OF MINUTES

*Additions/ Deletions/ Amendments:* None

**MOTION 2022-051** **Pat Adamson** moved to adopt **June 23, 2022** minutes as presented. **CARRIED**

### 3. OLD BUSINESS

- a) **Policy Manual Review:** Updating and correcting the manual review is taking longer than expected but has revealed several deficiencies that need attention.

The Board considered adding a statement to the Bylaw under section 2 **Concerning Admittance to and Conduct in the Building**

2.3: Members of the public are not allowed to:

*2.3.2 Behave in a manner that is violent, threatening, abusive, discriminatory, disruptive, intrusive or harassing towards other library users or staff.*

**MOTION 2022-052** **Susan Schwindt** moved to approve the first-reading added passage to the bylaw under code of conduct section 2.3.

**Randy Swap** seconded the motion. **CARRIED**

The Board considered edit to **Appendix 3A Professional Service Contracts** limiting the list to Bookkeeper and Accountant.

**MOTION 2022-053** **Susan Schwindt** moved to amend Appendix 3A to list the Bookkeeper and Accountant as individuals while removing agencies or corporate bodies. **CARRIED**

The Board also considered **Appendix 3C Supplementary Job Descriptions**.

**Action Item:** *Retain Appendix 3C not as job titles but as added definition for expanded duties to be assigned to Service Specialists as needed.*

The Board reviewed and approved updates to **Procedure 5.1.3.3 Account Deposits**.

#### 4. NEW BUSINESS

- a) **Manager Position:** Dana Crawford announced her resignation to accept a position at Edmonton Public Library.

**MOTION 2022-054** *Lyndara Cowper-Smith* moved to go *in-camera* at 1:35 pm.

**MOTION 2022-055** *Lyndara Cowper-Smith* moved to exit *in-camera* at 1:45 pm.

*Action Item: The Operations Manager position will be posted internally to current staff as an offer for advancement.*

- b) **2023 Draft Budget:** The budget has been calculated to a status quo appropriation using operational projections from 2022 actuals. Variation in revenue and expense are expected, particularly in payroll as recent change to personnel were not accounted for in the draft distributed prior to today's Board meeting.

*Discussion.*

**MOTION 2022-056** *Rosemarie Mayan* moved to approve the draft 2023 budget as presented with a status quo appropriation request from Town and County councils.

*Pat Adamson* seconded the motion.

**CARRIED**

#### 5. REPORTS

##### a) Committee Reports

- i. **Finance:** the July comparative income report was forwarded to the Board ahead of the meeting. Revenues and expenses are within expectations for this time of year. Some grants expected in September/ October include YRL (AB Gov grant for Brazeau residents), CSJ (Canada Summer Jobs for SRC Program Coordinator) and Q4 Appropriations from Town and County (invoices go out in September).

*Account Balances as of Friday, August 11, 2022 (\$245,793)*

*Chq (\$52,197), Sav. (\$97,774), Ops Res. (\$93,094), Cap Res. (\$12,727)*

- ii. **Advocacy:** *Community Registration* day is on 20; the Library table will be manned by Doug (Board), Rebecca (Staff) and Amanda (Friends).

*65<sup>th</sup> Anniversary* event will be planned during AB Culture Days (September 22-24) for a date and time to be determined and advertised in the September Newsletter. The Committee (Donna G, Sandra B, Susan S and Doug W-S) will meet in early September to plan supplies and set-up for event.

- iii. **Personnel:** *Lyndara Cowper-Smith* reminded the Board that the Director's performance evaluation is due to be completed by November 2022. The process will start in September by collecting feedback from trustees, community partners, patrons and staff.

- b) **Manager's Report:** *Dana Crawford* reported several incidents during the summer including the return of **Patron X** found in public washrooms after hours (now permanently barred from all Town-managed facilities), two medical emergencies and a theft of patron's personal property (bike) from front entrance.

- c) **Director's Report:** *Douglas Whistance-Smith* reported significant staffing changes recently or on the horizon may affect morale, efficiency and productivity.

The July statistical report includes a summary assessment from the July Survey and Data Collection week.

The September newsletter will be ready for publication by August 26 and will include the 65<sup>th</sup> Anniversary announcement, a list of all Culture Days activities, a summary report on Summer Reading Club and program plans for the fall.

- d) **Trustee Reports:** *Susan Schwindt* had forwarded a CBS news story on the changing face and priorities of public libraries as technology and social engagement centers.

- e) **Council Reports:** *Rick Evans* reported that Town will have an engineer assess the old Park Valley Pool in the fall to assess any damage from chlorine affecting structural integrity and determine if the facility can support a library for 20+ years.

**MOTION 2022-057** *Randy Swap* moved to accept reports as information. **CARRIED**

**6. CORRESPONDENCES June 23 to August 17, 2022**

**Outgoing Items:**

- **June 27:** to Town CAO, Robert Osmond re proposal to repurpose Park Valley Pool facility to house library.

**Incoming Information Items:**

- **July 4:** Axia quote for relocation of Supernet fiber-optics to Park Valley Pool (**\$29,700**); previous assumption was that fiber pop was already at the pool, but it is located by ECDC.
- **July 13:** YRL Director, Karla Palichuk to Town CAO (cc Library Board) re regional strategic plan and return on investment (ROI): the ROI for DV and area residents is \$23.84 for every \$1 spent in support. **Letter included in Board Package.**
- **July 19:** Crystal S. announcing start of maternity leave, effective August 12, 2022.
- **August 12:** Dana C. letter of resignation as of August 26.

**Action / Decision Items:**

- None.

**MOTION 2022-058** *Rosemarie Mayan* moved to accept correspondence items. **CARRIED**

**NEXT MEETING:** Thursday, **September 22 @ 1:15 pm**

**MOTION 2022-049** *Pat Adamson* moved to adjourn meeting at **2:20 pm**. **CARRIED**

The above minutes were reviewed and approved by the Library Board as an accurate record of meeting proceedings.

*Lyndara Cowper-Smith*

Board Chair

*Douglas Whistance-Smith*

Library Director

Adopted on the 22 day of September 2022

