



TOWN of DRAYTON VALLEY LIBRARY BOARD MEETING MINUTES

The minutes of the Drayton Valley Municipal Library Board regular meeting held
October 20, 2022 in the Civic Centre Council Chambers

PRESENT Trustees: Lyn Cowper-Smith (Chair), Donna Gawalko, Pat Adamson, Rose Mayan, Susan Schwindt, Rick Evans, Karen Hickerty, Sandra Blades.
Colleen Schoeninger (enters late)
Administration: Doug Whistance-Smith (Director), Rebecca Wepryk (Manager)

ABSENT Randy Swap

GUESTS None

The Board relocated the meeting to Council Chambers due to room booking conflicts.

CALL TO ORDER

Chair **Lyn Cowper-Smith** called the meeting to order at **1:28 pm**.

Quorum Declared

1. ADOPTION OF AGENDA

Additions/ Deletions/ Amendments: Amend the date for previous meeting minutes, remove number 3b) from agenda and include additions to correspondence list.

MOTION 2022-069 **Donna Gawalko** moved to approve the agenda as amended. **CARRIED**

2. ADOPTION OF MINUTES

Additions/ Deletions/ Amendments: Amend 5b) ii) Advocacy committee members to read Donna, Sandra, Susan.

MOTION 2022-070 **Pat Adamson** moved to adopt **September 22, 2022** minutes as amended. **CARRIED**

3. OLD BUSINESS

a) Bylaw Amendment Third Reading:

The Director read aloud for the third time the Bylaw paragraph 2.3.2 addition regarding conduct and behavior in the building as well as the Schedule E amended list of equipment for off-premises lending.

Discussion on process of issuing letters banning people for serious Bylaw violation.

MOTION 2022-071 **Rosemarie Mayan** moved to approve the amendments to the Bylaw and Schedule as read this third and final time.

Susan Schwindt seconded the motion.

CARRIED

b) Policy Manual Inserts:

Policies and other documents approved in recent meetings were issued for insert into trustee manuals. The Director offered brief instruction as to how to remove superseded and insert current documents.

4. NEW BUSINESS

a) **Planned Holiday Closures 2023:** Schedule 4-A is reviewed annually prior to the year-end. This Schedule includes the paid statutory holidays and the unpaid civic holidays.

Discussion.

MOTION 2022-071 *Rick Evans* moved to close the library for the full four-day Easter holiday weekend including the paid stat on Friday, April 7 and unpaid closures on Saturday, April 8 and Monday April 10. The library will remain open on the recently added Truth and Reconciliation civic holiday on September 30 with standard pay for staff attending their shift.

Donna Gawalko seconded the motion.

CARRIED

- b) **Public Hours:** The Manager proposed adjustment to public hours (policy 4.1.1) in 2023 to increase public access by one hour on Mondays and Fridays and reducing Saturdays by one hour. This change represents a one hour per week increase in public access to an average of 55 advancing the library to within one hour of the objective defined in the Plan of Service.

Discussion.

MOTION 2022-072 *Colleen Schoeninger* moved to approve the proposed amendment of policy 4.1.1 Public Hours to include Monday and Friday from 9 am to 5 pm and Saturdays from 9 am to 3 pm.

Rosemarie Mayan seconded the motion.

CARRIED

5. REPORTS

a) Committee Reports

- i. **Finance:** the September comparative income report was reviewed. The Director responded to questions on budget lines including utilities.

Account Balances as of Friday, October 17, 2022 (\$259,137)

Chq (\$69,072), Sav. (\$93,971), Ops Res. (\$83,333), Cap Res. (\$12,760)

MOTION 2022-073 *Pat Adamson* moved to adopt financial reports as presented. **CARRIED**

- ii. **Advocacy:** The Director presented the Board with the third and final survey planned for November 2022; the survey focuses on Plan of Service Priority 3 Resources for Learning and Leisure. Data collection week is scheduled for November 14-19 to overlap with the Friends Fall Booksale event.

Discussion.

Action Item: The survey is approved without amendments or additions for circulation.

- iii. **Personnel:** Director's Performance Evaluation.

MOTION 2022-074 *Susan Schwindt* moved to enter *in camera* at **2:42 pm**.

The Director and Manager exit the meeting.

MOTION 2022-075 *Rosemarie Mayan* moved to exit *in camera* at **3:25 pm**.

The Director returns to the meeting.

- iv. **Friends:** The Fall Booksale is planned for November 14-30. Following the event, the old wooden bookshelves will be moved to storage to free up space in the program room.

Friends have a meeting scheduled for November 2 to plan the booksale, Christmas parade float and Society objectives.

- b) **Manager's Report:** *Rebecca Wepryk* did not return to the meeting; the Director had no operational update to share.

- c) **Director's Report:** *Douglas Whistance-Smith* reported that a new Service Specialist

has been hired and will begin work on October 24. A new procedure for workplace orientation is in development.

d) **Trustee Reports:** None.

e) **Council Reports:** Town has begun initial assessment of the Park Valley Pool facility; Engineering assessment will begin once operations relocate to the new Aquatic Centre.

MOTION 2022-076 *Donna Gawalko* moved to accept reports as information. **CARRIED**

6. CORRESPONDENCES September 22- October 18, 2022

Incoming Information Items:

- **Sept 23:** Swan Hills PL: thanks for sharing (donating) old weeded Western paperbacks.
- **Sept 24:** DV Historical Society: Happy 65th Anniversary! And thanks for partnership.
- **Sept 25:** YRL & TAL: Congrats on 65th anniversary.
- **Oct 7:** PLSB: Board Basics online training sessions from Oct 12-Nov 3. Information forwarded to Board members for self-registration.
- **Oct 19:** YRL Board Chair, Hank Smith re Alberta Library Systems Advocacy Committee meeting and YRL resources available to Boards and member Libraries (professional collections, meeting space/ learning lab and kits).

Action / Decision Items:

- None

Outgoing Items:

- **Sept 23:** Board-signed MOA sent to Brazeau for final authorization signature.
- **Oct 4:** Request for Decision documents to Town Admin: Budget decision and Appointments. First available date to present RFDs is November 2, 2022.

MOTION 2022-077 *Donna Gawalko* moved to accept correspondence items. **CARRIED**

NEXT MEETING: Tentatively planned for Thursday, **November 24 @ 1:15 pm**

MOTION 2022-078 *Rosemarie Mayan* moved to adjourn meeting at **3:28 pm**. **CARRIED**

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

Karen Hickerty

Board Chair

Douglas Whistance-Smith

Library Director

December 8, 2022