



TOWN of DRAYTON VALLEY LIBRARY BOARD MEETING MINUTES

The minutes of the Drayton Valley Municipal Library Board regular meeting held
April 21, 2022, Civic Centre Meeting Room

PRESENT Trustees: Lyn Cowper-Smith (Chair), Donna Gawalko (Vice-Chair), Rose Mayan, Susan Schwindt, Karen Hickerty, Colleen Schoeninger, Sandra Blades, Rick Evans (Town Council), Randy Swap (Brazeau Council).

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

ABSENT Pat Adamson

GUESTS None

CALL TO ORDER

Vice-Chair Lyn Cowper-Smith called the meeting to order at **1:14 pm**.

Quorum Declared

1. ADOPTION OF AGENDA

Additions/ Deletions/ Amendments: None

MOTION 2022-026 *Donna Gawalko* moved to approve the agenda as presented. **CARRIED**

2. ADOPTION OF MINUTES

Additions/ Deletions/ Amendments: None

MOTION 2022-027 *Rosemarie Mayan* moved to adopt **March 24, 2022** minutes as presented. **CARRIED**

3. NEW BUSINESS

- a) **Staffing Changes & Payroll Budget:** One salaried employee has resigned her position at Drayton Valley to accept a management role at Hanna. And one waged employee has announced a pending maternity leave starting in the fall. The Director and Manager have discussed the effects on budget to determine the number of hours and wages for replacement staffing with minimal impact on payroll.

Current Service Specialist staff were offered and accepted additional hours prior to advertising for new employees. Advertising for a Service Specialist included an estimated 27.5 to 30 hours per week using the current wage grid to project payroll within \$500 of current budget.

The advertising and hiring for maternity leave coverage of a Service Specialist will be addressed by administration closer to the employee's due date but will similarly remain within budget and will be limited to a one-year term.

The payroll budget was presented to show adjustments for the affected positions.

MOTION 2022-028 *Susan Schwindt* moved to approve the adjusted payroll budget and staffing plan as presented.

Karen Hickerty seconded the motion.

CARRIED

MOTION 2022-029 *Rosemarie Mayan* moved to enter *in camera* at 1:20 pm.

CARRIED

MOTION 2022-030 *Rosemarie Mayan* moved to exit *in camera* at 1:27 pm.

CARRIED

1:27 pm *Collen Schoeninger enters meeting.*

- b) **MOA with County:** Brazeau County has requested that the funding agreement remain on an annual renewal this year. The funding agreement document follows the same format and content as previous iterations and includes the Board's requested 2022 appropriation amount. The document requires Board approval and signature.

MOTION 2022-031 *Karen Hickerty* moved to approve and sign the funding agreement with Brazeau County.

Rosemarie Mayan seconded the motion.

CARRIED

4. OLD BUSINESS

- a) **Brazeau County Library Cost-comparison Data:** The County presented information in October 2019 that examined cost comparison data for other counties per-capita appropriations in support of library operations. County's data was shown by the Library as lacking several key aspects that negatively skewed results: number of libraries in the area supported by appropriation funding, distribution of population within the area surrounding the various service points, number of service hours at each library, etc.

A recent newspaper letter to editor commented on Brazeau looking into library services in the County resulted in questions from residents to elected councilors. Some responses have been reported to use the faulty 2019 cost-comparison information. The Director compiled a summary report of the where the initial analysis misrepresented per-capita appropriations from counties using data from thirteen other libraries.

Action Item: The report summary is presented to the Board as information only. The report will not be published or shared with councils unless requested. No further action is required.

- b) **New Facility Option:** Douglas Whistance-Smith reported on his April 7 presentation to the Rotary Club including the closure of Rotary Children's Library and the need to find a facility to accommodate the combined collections, services and programs. Following the presentation, he was invited to look at the Gacelas Ballet studio on 4929-44 Street.

Discussion

MOTION 2022-032 *Rosemarie Mayan* moved to investigate options for purchasing the Gacelas Ballet studio.

Donna Gawalko seconded the motion.

DEFEATED

Action Item: The Director will contact the Gecelas studio owner to inform her that the Board is not able to consider purchase of the facility.

Councilor Rick Evans will investigate and report to the Board on other options for Town-owned facilities that could be considered for relocating the library.

5. REPORTS

a) Committee Reports

- i. **Advocacy:** The Director presented to the Rotary Club on April 7.
- ii. **Finance:** A hard-copy of the bookkeeper's March financial report was forwarded to trustees prior to the meeting.

Account Balance: as of Wednesday, March 18 (**\$204,036**):

Chq (\$59,498), Sav. (\$51,011), Ops Res. (\$82,926), Cap Res. (\$10,601)

Grants/ Appropriations: Q2 appropriation invoices have been issued to municipalities. AB government budget has been approved with library operational grants at the same funding level using 2016 census numbers. The Canada Summer Jobs Grant has been approved to supplement payroll for the SRC Coordinator position.

- iii. **Personnel:** The Director reported that the SRC Coordinator has been hired to start on May 9 and work through to August 26.
- iv. **Friends:** *Lyn Cowper-Smith* reported that the Spring Book Sale is scheduled for the last week of April and first week of May.
- b) **Manager's Report:** *Dana Crawford* reported that staff had a farewell party for Darlene prior to her last work-day. Dana also noted that the library will begin cataloguing computers in Polaris to help with equipment inventory and succession planning. There were no incidents to report for March
- c) **Director's Report:** *Douglas Whistance-Smith* reported on a purge of ~950 inactive patrons from Polaris ILS for user accounts that expired over 2 years ago with late fines <\$10. Doug has also been busy reviewing remaining patron accounts to make sure that rural residence addresses are properly designated as County residents rather than a system default to Town; Polaris software assigns the "Where they live" as Town of Drayton Valley based on the postal code, but some County residents have PO Boxes in Town. Staff have been instructed to verify residency when registering new patrons. The March statistical report includes graphs that show similar distribution trends for library patrons "Where they live" compared to distribution of appropriation funding from Town: County (60:40).
- d) **Trustees:** Trustees were invited to view ALTA's recent on-line video training for advocating to councils: "Making friends and influencing councilors". The video is very insightful and informative.

MOTION 2022-033 *Rose Mayan* moved to accept reports as information.

CARRIED

6. CORRESPONDENCES March 17 – April 20, 2022

Action / Decision Items:

- **April 6:** From Lee Chambers, Brazeau County, re Memorandum of Agreement (MOA) 2021. Brazeau County Council has decided to maintain annual renewal of the MOA. Draft copies of the 2021 MOA is attached for approval by the Board.

Incoming Information Items:

- **April 13:** CRA, confirming submission of Charity Return filed by D. Whistance-Smith.

Outgoing Items:

April 22: **DRAFT Letters:**

- Town CAO, Robert Osmond, re submission 2021 Review of Financial Statements as information for Town Council.
- County Interim CAO, Shawn McKerry, re submission 2021 Review of Financial Statements as information for County Council.

MOTION 2022-034 *Rose Mayan* moved to accept correspondence items.

CARRIED

NEXT MEETING: Thursday, May 19th @ 1:15 pm

MOTION 2022-055 *Susan Schwindt* moved to adjourn meeting at 2:32 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 19th day of May 2022