



TOWN of DRAYTON VALLEY LIBRARY BOARD MEETING MINUTES

The minutes of the Drayton Valley Municipal Library Board regular meeting held
February 17, 2022, Civic Centre Meeting Room

PRESENT Trustees: Donna Gawalko (Vice-Chair), Pat Adamson (Treasurer), Rose Mayan, Sandra Blades, Rick Evans (Town Council), Randy Swap (Brazeau Council).

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

ABSENT Susan Schwindt, Karen Hickerty, Colleen Schoeninger, Lyndara Cowper-Smith (In-Proxy Vote Form)

GUESTS None

CALL TO ORDER

Vice-Chair Donna Gawalko called the meeting to order at **1:20 pm**.

In-Proxy Vote Form verified with **Lyndara Cowper-Smith** over speaker phone.

Quorum Declared

1. ADOPTION OF AGENDA

Additions/ Deletions/ Amendments: None

MOTION 2022-010 **Rose Mayan** moved to approve the agenda as presented. **CARRIED**

2. ADOPTION OF MINUTES

Additions/ Deletions/ Amendments: None

MOTION 2022-011 **Pat Adamson** moved to adopt the **January 20, 2022** minutes as presented. **CARRIED**

3. NEW BUSINESS

- a) **Annual Report:** The Director reviewed the free-text sections of the annual report including the comments (from surveys and data collection), the list of achievements and foot notes to data fields. The Director explained that some end notes may be similar or repeated depending on context and connection between data fields.

Discussion.

MOTION 2022-012 **Rick Evans** moved to approve and submit the annual report to Municipal Affairs PLSB as presented along with the graphical analysis of COVID impact on service delivery. **CARRIED**

- b) **Policies:** The Director informed the Board that section 2 policies were reviewed by PLSB's Legislative Advisor with several recommendations for amendment.

Discussion.

MOTION 2022-013 **Pat Adamson** moved approve all policies, procedures, appendices and forms included in section 2 of the policy manual as amended and presented.

Rick Evans seconded the motion.

CARRIED

Appendix 2-F: Plan of Service Values Statements: The Board reviewed the wording of value statements on page 8 of the Plan of Service.

Discussion.

MOTION 2022-014 **Rosemarie Mayan** moved to approve the recommended re-wording for value statements in the Plan of Service to read: "We are: Diverse & Supportive... and... Fun & Friendly." **CARRIED**

Bylaw Schedule E: Fees for Service and Resource Lending: The Board reviewed Bylaw Schedule E.

Discussion.

MOTION 2022-015 **Rick Evans** moved to correct the error in laminating sheet size and to adjust equipment rental fees for off-premises lending as presented.

Pat Adamson seconded the motion. **CARRIED**

Action Item: The Director will remove the PS4 Game system from inventory and either try to sell it or offer it as a prize.

4. OLD BUSINESS

a) **Policy Manuals:** Copies of policies, procedures and forms approved in past meetings were distributed for insert into trustee copies of the policy manual.

b) **Memorandum of Understanding (MOU) with Town:** The Executive Committee met with Town administrators Robert Osmond and Lola Strand to review the draft MOU document. Several edits were introduced including a section on parking for library staff working till closing time. Town administration suggests that MOU be updated every three years or whenever facility arrangements change, such as a relocation of library).

Discussion

MOTION 2022-016 **Pat Adamson** moved to approve amendments to the draft MOU with Town. **Rosemarie Mayan** seconded the motion. **CARRIED**

Ricoh Printer Buy-out: The paperwork for final pay-out of the small Ricoh C307 printer was received just prior to the Board meeting. A cheque for ~\$3000 is in process to conclude this printer lease. The device can now be sold privately for a reasonable price.

Discussion.

Action Item: The Manager will research fair unit pricing on-line. The Director will see if any local interagency members need a printer (for sale or donate to a not-for profit).

5. REPORTS

a) Committee Reports

i. **Finance:** A hard-copy of January's bookkeeper summary report was prepared and handed to trustees immediately prior to the meeting.

Account Balance as of Wednesday, February 10 (**\$214,851**):

Chq (\$67,739), Sav. (\$93,603), Ops Res. (\$42,910), Cap Res. (\$10,597)

Parkland County Library Board Agreement was incorrectly calculated at 2% rather than 1.5%. This error was corrected by PCLB in the amended agreement; DV Library will receive \$4865 rather than \$6487 initially included in the agreement approved by the Board in November. The updated agreement has already been signed by Chair **Lyndara Cowper-Smith** and is included in policy manual inserts.

YRL Allotment for 2022 is estimated at \$12,900, including Town per capita (\$5544) and 70% County per capita (\$4503) and unused balance from 2021 (\$2854). There is \$3391 encumbered from 2021 on pending orders.

Brazeau County Appropriation now includes GST on top of quarterly payments. The reasoning for this change is not clear and has never been applied to grant (appropriation) payments in our accounting history nor in any other

communities in the province according to PLSB grant advisor, Jen Anderson.

Action Item: *Randy Swap will inquire about this recent decision by County accounting.*

- ii. **Advocacy:** Surveys are being distributed and collected throughout the month of February with a focus on facilities. The first of three data collection weeks was scheduled for Feb 7-12. The data and surveys are used to complete various elements of the annual report.
 - iii. **Friends: *Douglas Whistance-Smith*** reported that the Friends met on February 10 to officially form a society. The society currently has 10 members including Lyndara and Douglas. This is a significant milestone for the library and the community.
- b) **Manager's Report:** Dana Crawford provided a brief verbal report on incidents with patrons in the facility and staff shortages due to illness resulting in an early closure.
- c) **Director's Report: *Douglas Whistance-Smith*** provided a verbal report highlighting several new publications including the Donor & Volunteer recognition slideshow (including newsletter summary), statistics for January along with an updated year-end 4-year graphical analysis of COVID effect on service access for annual report inclusion.
- d) **Trustees:** No reports

MOTION 2022-017 *Rick Evans* moved to accept reports as information.

CARRIED

6. CORRESPONDENCES

Action / Decision Items:

- **Feb 3:** Parkland County LB: re error to calculation of operating grant in 2022 agreement. Actual amount should be \$4865.58 (\$3314 as was included on our 2022 budget).
- **Feb 10:** Email communications b/w D. Whistance-Smith, L. Chambers (Brazeau County admin), J. Anderson (PLSB Grant consultant) and Vincien Scott (accountant) re GST added to Brazeau County Appropriation payment(s).
- **Feb 10:** Miranda Maguire, PLSB Library legislative advisor re recommended edits for policy manual section 2. Some edits added to draft, others were left as-is.

Incoming Information Items:

- **Jan 18:** DV FCSS re special projects grant \$4000.
- **Feb 1:** patron thanks for take away crafts for kids
- **Feb 4:** YRL: re 2022 Allotment \$12,901 (-\$3391 encumbered from 2021 orders pending). \$4000 designated for eBook licensing.
- **Feb 14:** Rick McIvor, Minister of Municipal Affairs re Minister's Awards of Excellence in Library Services – deadline for nomination submission is **March 31**.

Outgoing Items: None

MOTION 2022-018 *Rick Evans* moved to accept correspondence items.

CARRIED

NEXT MEETING: Thursday, **March 17th** @ 1:15 pm

MOTION 2022-019 *Rick Evans* moved to adjourn meeting at 2:47 pm.

CARRIED

Board Chair

Library Director

Adopted on the ____ day of _____, 2022