



TOWN of DRAYTON VALLEY LIBRARY BOARD MEETING MINUTES

The minutes of the Drayton Valley Municipal Library Board regular meeting held
January 20, 2022, Civic Centre Meeting Room

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

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

ABSENT None

GUESTS None

CALL TO ORDER

Lyndara Cowper-Smith called the meeting to order at **1:15 pm**.

Quorum Declared

1. ADOPTION OF AGENDA

Additions/ Deletions/ Amendments: None

MOTION 2022-001 *Pat Adamson* moved to approve the agenda as presented. **CARRIED**

2. ADOPTION OF MINUTES

Additions/ Deletions/ Amendments: None

MOTION 2022-002 *Donna Gawalko* moved to adopt the **November 18** minutes as presented. **CARRIED**

3. INTRODUCTIONS

Recently elected members, Town Councilor Rick Evans and Brazeau County Councilor Randy Swap, were appointed to the Board in November. The Board welcomed and introduced themselves to these newly appointed trustees.

4. NEW BUSINESS

- a) **ALTA, LAA & APLAC Fees:** ALTA (Alberta Library Trustee Association) increased member fees in late 2021. Fees had not increased in about 10 years. The membership had been a requirement for discount conference registration rates, but since the announcement that ALC-Jasper is indefinitely discontinued the response of many libraries (on listserv) is to pull membership funding for ALTA. However, ALTA continues to provide educational resources to trustees and boards including web and e-resources, some of which are foundational elements of trustee orientation. The 2022 fee was paid in November. The Director recommends maintaining ALTA membership beyond 2022.

LAA (Library Association of Alberta) membership was similarly required for staff to get discount conference registration rates, but unlike ALTA, there is no benefit to maintaining membership. The Director recommends allowing LAA membership to lapse unless it is required for other conference or continuing education opportunities where a cost-saving benefits the library.

APLAC (Alberta Public Library Administrators Council) membership applies only to the Director to engage in networking and idea-sharing with other administrators. Fee structure remains unchanged and there is still a benefit to engaging in this professional association.

Discussion.

MOTION 2022-003 **Pat Adamson** moved to continue professional member fees for ALTA and APLAC but discontinue LAA membership for staff until further notice.

Rosemarie Mayan seconded the motion.

CARRIED

- b) Late Fees and Polaris Auto-Renewals:** The Director informed the Board of an optional setting in the Polaris ILS (Integrated Library System database) that allows for auto-renewal on borrowed items. Features of the auto-renew option are limited to items owned by the library that turns on the function; this could lead to confusion unless all TRAC libraries participate as lending periods would vary wildly depending on the item's owning library. The Board could compensate by eliminating late fees.

Discussion.

MOTION 2022-004 **Susan Schwindt** moved to turn on Polaris item auto-renewal option and eliminate late fees from Bylaw Schedule D.

Pat Adamson seconded the motion.

DEFEATED

- c) Appropriation Cost-Share (Town / County Agreements):** The MOU agreement with the Town was last updated in 1998. The draft MOU update was forwarded to Town CAO in November. The funding agreement with County (MOA last updated in July 2021) has been renewed annually for the last several years until a long-range financial plan for recreational facility cost-share is developed; there currently is no MOA with County for 2022. The Director prepared an appendix to accompany both the MOU and MOA that addresses cost-sharing based on population census in the municipalities.

Administrators from both municipalities were invited to attend a meeting with the Library Board or Executive to discuss the appropriation cost share. Town administration has accepted the invite. County administration has declined to meet with the Board at this time and has agreed to extending the current MOA for an additional year.

Action Item: The Board Vice-Chair, Treasurer and Director will meet with Town CAO Robert Osmond on January 24 at 1 pm to discuss the updated MOU and appendix.

- d) Policies, Procedures, Appendices & Forms:**

Section 2 Review: The Board was provided with a draft update of section 2 of the manual in entirety including index, policies, procedures, forms and appendices. All documents following 2.3 refer to strategic planning and are new drafts. Some of the pre-existing policies from sections 2.1 and 2.2 required edit to include new appendices received from PLSB about interpretation of the Act. The policies also include definition of quorum changes approved by the Board in autumn 2021. There were no significant changes to the two procedures or form included in this section of the manual.

Appendix 2-F (page 8): The Plan of Service 2021-25 values statements required a minor edit to improve readability and remove repetition of 'inclusive/ inclusivity'.

*Action Item: Review Section 2 of the manual, including the addition or amendment to appendices is **TABLED** to the next scheduled meeting.*

Policy 3.1.1.2: This job description required minor edits to account for adjusted roles and responsibilities since the Manager returned from leave.

MOTION 2022-005 **Donna Gawalko** moved to approve the edits to Policy 3.1.1.2 Manager Job Description.

CARRIED

5. 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) **Ricoh Printer Lease:** The smaller C307 Ricoh printer has remained unused since the install of the second C3500 unit following the closure of Rotary Library. The C307 usage fees were significantly higher and has a lower lease buy-out cost than the larger C3500 units. The lease extends to August 2024 and there are no plans to re-install the C307 printer. Ricoh will not accept a return of equipment in exchange for reduced buy-out cost, and we continue to pay lease fees on the machine at a rate of ~\$91 per month until the lease term is complete (~\$2700) at which time Ricoh re-claims the property. Alternatively, the Board can pay ~\$3050 to buy-out the lease and purchase the machine; the C307 can then be sold to recover some of the cost.

Discussion

MOTION 2022-006 **Rick Evans** moved to buy-out the remaining lease on the Ricoh C307 unit and attempt to re-sell it as surplus property.

Donna Gawalko seconded the motion.

CARRIED

2:15 pm Colleen Schoeninger exits the meeting.

- c) **Janitorial Services:** The Town recently changed the janitorial service provider. The decision came without notice despite the library having a separate agreement with the janitorial service provider. Janitorial service should be included in the MOU with Town for as long as the Library remains in the same facility as Town office.

Discussion.

Action Item: *Janitorial services will be discussed with Town administration during in MOU deliberation. The now defunct janitorial agreement will be removed from Policy Manual Appendix 3A until such time as the Library relocates to a new facility where a separate agreement becomes necessary.*

- d) **2021 Board Motions Summary:** A summary of all motions and action items from 2021 Board meeting is ready for submission to the accountant as part of financial review. Monthly meeting minutes are posted on the library website following approval from the Board; this summary of motions replaces the previous year's monthly minutes.

Action Item: *The summary of motions is approved for posting on the library website.*

6. REPORTS

a) Committee Reports

- i. **Finance:** **Pat Adamson** provided a verbal report on finances.
Accounts as of Wednesday, Jan 12, 2021 (**\$137,217**):
Chequing (\$59,985), Savings (\$26,087), Op. Res. (\$42,903), Cap. Res. (\$8,239).
Grants: FCSS grant was approved (\$4000) and 2022 CSJ application was submitted on December 17, 2021.
2021 Review of Financial Statements: process has begun with files submitted electronically to accountant V. Scott along with a request to have draft prepared and ready for Board review at March meeting.
GST Refund: the rebate has been filed for Q3&4 of 2021. The \$2355.75 refund will be deposited to the Capital Reserve account.
- ii. **Friends:** **Lyndara Cowper-Smith** and **Doug Whistance-Smith** reported on the first steps to forming a Friends Society. Recruitment meetings were scheduled on

January 13 and 27. The first official meeting is scheduled for Thursday, February 10 at 6:30 pm with the agenda of electing an executive, establishing bylaws and completing an application to form the Friends of the Drayton Valley Library Society.

2:30 pm *Lyndara Cowper-Smith exits the meeting.*

Donna Gawalko assumed Chair for the remainder of the meeting.

iii. **Personnel:** No Report

iv. **Advocacy:** No Report

b) **Manager's Report:** a written report was submitted.

c) **Director's Report:** statistics for December along with 4-year trend graphs was submitted. The Director has nearly completed the Annual Report to PLSB except for a list of achievements.

Discussion

Action Item: Board members will review the information included in the Annual report and offer suggestions for Achievements section prior to the next scheduled meeting.

d) **Trustees:** The Director prepared volunteer forms for all trustees to record attendance at Board and Committee meetings in 2021. Trustees were asked to review and sign their forms for inclusion in the annual report and in the Donor & Volunteer Appreciation slide-show for 2021.

MOTION 2022-007 moved to accept reports.

CARRIED

7. CORRESPONDENCES

Incoming Information Items:

Nov 22: Town Admin reports that Council resolved Nov 3 (#213/21) to accept budget report and refer appropriation request \$291,704 to Town budget deliberations.

Nov 24: PLSB re Trustee education resources – summaries of *Trustee Appointments* and *Board-Council Roles & Responsibilities*.

Dec 13: Nguyen Scott LLP Accountant engagement letter. (signed by Director and returned).

Dec 22: Town Council appoints County Councilor Randy Swap to Board.

Dec 22: Town Council appoints Pat Adamson to YRL Board.

Christmas Cards: Minister Rick McIvor, MLA Mark Smith, DVCF, PCLB, YRL.

Jan 11: L. Chambers: re 2022 service funding and MOA.

Action / Decision Items:

Dec 1: ALTA re membership renewal and Fee increase. Membership renewed for 2022 – see New Business 4.a.

Dec 3: S. Thero (YRL) re Polaris automatic renewal. (following Nov 30 TRACShare listserv conversation on “Auto Renewal” option and fee elimination).

Jan 12: J. Jivraj, Ricoh rep re options for smaller unused printer.

Outgoing Items:

Jan 6 (follow-up to Nov 12): To Town CAO R. Osmond - Draft MOU Library & Town reminder with request to meet.

Jan 6: To County Admin C. Scharfl - Draft MOA Library & County with request to meet; Lee Chambers respond by phone. 1-year agreement renewal.

MOTION 2022-008 *Rick Evans* moved to accept correspondence items. **CARRIED**

NEXT MEETING: Thursday, February 17th @ 1:15 pm

MOTION 2022-009 *Randy Swap* moved to adjourn meeting at 2:55 pm. **CARRIED**

Board Chair

Library Director

Adopted on the ____ day of _____, 2022