



TOWN of DRAYTON VALLEY LIBRARY BOARD MEETING MINUTES

The minutes of the Drayton Valley Municipal Library Board regular meeting held
June 23, 2022 in the Civic Centre Meeting Room

PRESENT **Trustees:** Lyn Cowper-Smith (Chair), Donna Gawalko, Pat Adamson, Rose Mayan, Susan Schwindt, Karen Hickerty, Sandra Blades, Colleen Schoening, Rick Evans, Randy Swap.

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

ABSENT None

GUESTS None

CALL TO ORDER

Chair **Lyn Cowper-Smith** called the meeting to order at **1:16 pm**.

Quorum Declared

1. ADOPTION OF AGENDA

Additions/ Deletions/ Amendments:

MOTION 2022-042 **Susan Schwindt** moved to approve the agenda as presented. **CARRIED**

2. ADOPTION OF MINUTES

Additions/ Deletions/ Amendments: Correction to **MOTION 2022-038** to read as follows:

'**Karen Hickerty** moved to bar **Patron X** from the Library facility and premises'

Patron X refers to the individual being barred from the facility whose name is severed from the public record to maintain confidentiality.

MOTION 2022-043 **Randy Swap** moved to adopt **May 19, 2022** minutes as corrected.

CARRIED

3. OLD BUSINESS

a) **Policy Manual Review:** 7/10 policy manuals were submitted for review & update by administration. Remaining 3/10 policy manuals will be dropped off at Director's office.

b) **Staff First-Aid Training:** Information only.

According to Alberta's Occupational Health & Safety Code, public sector workplaces are required to have at least one staff trained in First Aid & CPR on shift. All permanent staff are required to update or acquire First Aid certification as soon as possible; this includes the Summer Reading Coordinator.

Additionally, all permanent staff have taken the Opioid Poisoning Response (Nasal Narcan) training offered by St. John Ambulance to library staff free of charge.

c) **Security Alarms:** Information only.

The Director contacted Town offices to inquire about expense for their recently install front-desk panic button and security camera (~\$2700). The quote is reasonable but requires facility modifications including electrical. Install is warranted if the Library plans to remain in the Civic Centre.

Alternatively, Rick Evans provided a clip-on lapel camera for staff to wear while alone on duty at the front desk. The camera is on loan for a short-term trial security solution. The Operations Manager posted a sign at the front desk area to state that a security camera is on the premises; the Manager will provide a 3-month report on the effectiveness of the signage and lapel camera in preventing and/ or recording incidents.

4. NEW BUSINESS

- a) **DV Municipal Library's 65 Anniversary:** The Drayton Valley Library started as a volunteer project of the Women's Institute occupying a vacant classroom in 1957. The library will celebrate its 65th year of service to the community in 2022.

Discussion.

MOTION 2022-044 *Donna Gawalko* moved to form an ad hoc committee to plan an 65th anniversary event to coincide with September Culture Days activities.

CARRIED

Action Item: Donna Gawalko will chair the 65th Anniversary Committee; committee members include Sandra Blades, Susan Schwindt and Doug Whistance-Smith.

- b) **Staff Computer:** *Information only.*

Following the theft of a 4-year-old staff laptop, the Director requested a quote for a replacement Dell laptop. YRL provided a quote for a new laptop computer at regional discount rate (~\$1500 including an external disc drive). YRL also installs and sets up all network-required programs on staff computers, free of charge. The Director approved the purchase for replacement equipment.

- c) **Public Computers:** *Information only.*

Four of the library's eight *all-in-one* (monitor with built-in hard-drive) public computers are approaching 10 years old and are showing their age despite regular maintenance and software updates. The 2022 budget had included \$5000 for amortized computer replacement plus an additional \$1000 for computer upgrades as per an equipment succession plan. The Director requested two quotes from YRL:

- Four (4x) all-in-one public computers (~\$6500)
- Four (4x) computer towers with separate 27" large-screen monitors (\$5800)

The Director approved the purchase for upgrade equipment as per the budget plan.

- d) **Expression of Interest in Park Valley Pool Facility:**

Town administration requested a formal motion from the Board expressing interest in the soon-to-be-vacant Park Valley Pool facility. Lyndara Cowper-Smith and the Director reviewed the grading system used for feasibility assessment of the Sears store and United Church. A draft letter expressing the Board's interest was reviewed including letters of support from Friends of DV Library Society and other community members.

Discussion.

MOTION 2022-045 *Sandra Blades* moved to sign and submit the letter expressing the Library Board's interest in the Park Valley Pool facility.

Susan Schwindt seconded the motion.

CARRIED

- e) **2023 Budget Pre-Planning:**

Payroll accounts for over 80% of the budget; this is typical for many non-profit service providers and is on par with other libraries. The last COLA for staff (excluding Director) was a 1% increase in January 2021. The Board was asked to consider a Cost of Living Allowance (COLA) increase of 1.5% for all staff (including the Director) to come into effect on January 1, 2023.

Discussion.

MOTION 2022-046 *Sandra Blades* moved to provisionally approve a 1.5% COLA for all staff pending budget outcome.

Rosemarie Mayan seconded the motion.

CARRIED

Action Item: The Director will begin draft of the 2023 operational budget to assess impact of 1.5% COLA. The draft budget will be reviewed in August allowing one month for edit before final approval and submission to councils before September 30.

5. REPORTS

a) Committee Reports

- i. **Finance: Pat Adamson** has reviewed the May bookkeeper's reports; the comparative budget income report was forwarded to the Board ahead of the meeting. Revenues and expenses are within expectations.

Account Balances as of Friday, June 18, 2022 (\$196,126)

Chq (79,610), Sav. (\$22,925), Ops Res. (\$82,983), Cap Res. (\$10,607)

- ii. **Friends: Doug Whistance-Smith** reported that the Friends support the Board's efforts to secure a facility that allows room for expansion of collections, a secure program space and a designated children's area to house collections and activities. The Friends have begun a letter-writing campaign to advocate in favour of the Board's expression of interest in Park Valley Pool. Letters will be attached to the Board's expression of interest letter verbatim.

Friends fundraising earned ~\$500 from the two-week Spring Booksale. The Board will see a decline in budget reporting for Capital Donations since the Friends have taken over book sale preparation and proceeds. The Friends will also participate in Canada Day fundraising at the Omniplex by selling cookies along-side the SRC staff who will be selling juice.

- iii. **Advocacy: Doug Whistance-Smith** informed the Board that the second week of data collection for annual reporting is scheduled for early July. A draft of the July survey was reviewed; the survey focuses on the Plan of Service priority two: Welcoming Faces: Inclusive Access to Services.

Action Item: Remove reference to "Park Valley Pool" facility... simplify to "Do you support the library relocating to a larger facility?"

The Director also ordered 500 new mini-tote bags with updated logo and branding to remove reference to Rotary Children's Library. The totes are used for outreach to senior's residents, for newly registered patrons and are on sale for \$2 each at the service desk.

- iv. **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** provided a written report that included the recent computer theft, an update on **Patron X** and measures taken by staff to improve security.

- c) **Director's Report: Douglas Whistance-Smith** reported that the letter barring **Patron X** for one year was issued without incident; that person has not since been seen in or around the facility.

Discussion.

The Director reported that the display case posting board adjacent to the Royal Bank is now accessible; 3-year-old PR materials have been removed and the SRC team are using the space to advertise events.

The Director finished making the sneeze guards for the front desk at a cost of ~\$250.

The Director presented the May statistical report including newspaper articles. The July newsletter will be ready for distribution by the end of the week.

d) **Trustee Reports:** *Lyndara Cowper-Smith* hosts a BBQ at Kokanee Springs Campground in Seba Beach each year. Lyndara proposed two date options to the Board: the BBQ is planned for Saturday August 20 from 3:30-8 pm. All Staff and Board members are invited; the Director will send an email with a map showing the location.

MOTION 2022-047 *Karen Hickerty* moved to accept reports as information. **CARRIED**

6. CORRESPONDENCES May 19 to June 22, 2022

Action / Decision Items:

- **May 26:** Hans van Klaveren to Director requesting motion from the Board to present a proposal at Town Council to repurpose pool facility as new location for library.

Incoming Information Items:

- **May 20:** PLSB to Lyndara Cowper-Smith re direct deposit of AB Gov provincial operating grant, \$39,122 to savings account.
- **May 23:** Town provides information on cost for front desk security alarms & camera (\$2724).
- **Jun 7:** YRL quote for 4x all-in-one public computers (~\$6200) v. 4x mini-towers with large-screen monitors for public computers (~\$5800). Director selected quote for \$5800.
- **Jun 15:** YRL quote for 1x replacement staff laptop & external disc drive (~\$1500).
- **May-June:** Support letters for Park Valley Pool Proposal.

Outgoing Items:

- **May 28:** disciplinary letter barring Patron X from premises for one year from date of issue.

MOTION 2022-048 *Rosemarie Mayan* moved to accept correspondence items. **CARRIED**

NEXT MEETING: Thursday, August 18 @ 1:15 pm

MOTION 2022-049 *Rosemarie Mayan* moved to adjourn meeting at 3:20 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 18th day of August 2022