



## TOWN of DRAYTON VALLEY LIBRARY BOARD MEETING MINUTES

The minutes of the Drayton Valley Municipal Library Board regular meeting held  
March 24, 2022, Civic Centre Meeting Room

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

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

**ABSENT** Sandra Blades

**GUESTS** None

### CALL TO ORDER

*Vice-Chair Lyn Cowper-Smith* called the meeting to order at **1:15 pm**.

**Quorum Declared**

### 1. ADOPTION OF AGENDA

Additions/ Deletions/ Amendments: None

**MOTION 2022-020** *Pat Adamson* moved to approve the agenda as presented. **CARRIED**

### 2. ADOPTION OF MINUTES

Additions/ Deletions/ Amendments: Susan Schwindt was not in attendance for the February 17, 2022 meeting.

**MOTION 2022-021** *Donna Gawalko* moved to adopt **February 17, 2022** minutes as amended. **CARRIED**

### 3. OLD BUSINESS

- a) **Memorandum of Understanding (MOU) with Town:** CAO Robert Osmond and Library Director have made final edits to the document to the mutual benefit of both parties according to current facility arrangements. The document will be scheduled for review every 3-5 years or whenever there is a significant change in facility arrangement.
- b) **Policy Manual Inserts:** policies, procedures, forms and other documents approved over the past several months were distributed to Board members for inclusion in Trustee manuals.

### 4. OLD BUSINESS

- a) **Policy Manual - Section 4 Services, Resources & Programs:** The Director will begin working on updating policies in this section of the manual. A rough outline of the policies in this section was provided to the Board for review.
- b) **Annual Review of Financial Statements:** The Board's 2021 financial statements were reviewed by accountant Vincien Scott LLP. There were no irregularities to report in our practices or procedures. We ended the year with a restricted surplus of approximately \$87K and unrestricted surplus of approximately \$61K.

*Discussion*

**MOTION 2022-022** *Pat Adamson* moved to approve the annual review of financial statements as presented and to transfer \$40,000 to the Operating Reserve account.  
*Susan Schwindt* seconded the motion. **CARRIED**

**Action Item:** Once “Draft” has been removed from the document, copies will be printed and signed by the Chair and Treasurer.

The Director will distribute copies of the document (either physical copy or e-mail attachment) to the following offices: **PLSB** (operating grant required), **Parkland Library Board** (Agreement/ grant-required), **FCSS** (grant-required), **Town administration** (Libraries Act required), **County administration** (Libraries Act required), and **Canada Revenue Agency** as part of the Charity Return.

## 5. REPORTS

### a) Committee Reports

- i. **Finance:** A hard-copy of February’s bookkeeper summary report was prepared and distributed to trustees prior to the meeting.

**Account Balance:** as of Wednesday, March 18 (**\$160,916**):

Chq (\$62,843), Sav. (\$44,557), Ops Res. (\$42,917), Cap Res. (\$10,599)

**Grants/ Appropriations:** County has consented to reverse its plans to include GST on top of quarterly payments. The payment received on top of Q1 appropriation will be absorbed in the Q2 appropriation payment. Invoices to Town and County have been prepared and sent to the municipalities to include adjustments from interim budget amounts to approved budget amounts.

- ii. **Friends:** **Lyn Cowper-Smith** reported that the Friends have received official Society status along with a business number. Charity status is pending from CRA. The Friends provide many fundraising opportunities to the benefit of the library. The society is planning and preparing for the Spring Book Sale at the end of April.

- iii. **Personnel:** Doug announced that Darlene has accepted a job offer as the Director for Hanna Municipal Library (starting in late-April 2022). Dana announced that Crystal is expecting to go on maternity leave in the fall (due in October 2022).

Dana and Doug will discuss strategies for maintaining staffing levels and re-distributing duties to manage work-loads, but these unexpected staffing changes will affect the payroll budget by year end.

- iv. **Advocacy:** The Director reviewed an assessment of data collection and survey responses with the Board.

**50 surveys submitted:** People accessed the library to borrow items (80%), enjoy safe space (32%) access services (26%), use computers (20%), attend in-person programs or pick up craft kits (20% combined), Copy/ Print documents (14%), access Wi-Fi (10%), meet friends (6%), and seek directions (6%). Only one (1/50) respondent felt unsafe in the space and commented on “hostile staff” enforcing the provincial mask mandate. 8% of all survey respondents complained of overcrowding in library and 74% of all survey respondents supported the library moving to a larger, new or re-purposed facility in the future.

- b) **Manager’s Report:** **Dana Crawford** provided a brief verbal report. No significant incidents with patrons to report since the previous meeting.

- c) **Director’s Report:** **Douglas Whistance-Smith** provided a verbal report highlighting a new brochure presenting a summary of Services and fees where applicable. The Director also provided statistics and graphs (4+ year comparator) of services, resources and programs.

The Director has been invited to speak to the Rotary Club on April 7. The presentation will focus on the pressures that forced the closure of Rotary Children’s Library, the logistics of redistributing collections and property and the need to find a facility that can accommodate services, programs and collections (including the “Rotary Children’s

Collection”) moving forward.

- d) **Trustees:** Several trustees attended the “Coffee with Mayor” to advocate on behalf of the library and its role in the community.

**MOTION 2022-023** *Rose Mayan* moved to accept reports as information. **CARRIED**

**6. CORRESPONDENCES February 17 – March 16, 2022**

**Action / Decision Items:**

- **March 7:** **DRAFT** 2021 Review of Financial Statements
- ~~**March:** **DRAFT** letter to Brazeau County Finance Manager, Colin Swap re GST on appropriation including reference to response from PLSB (J. Anderson), Library accountant (V. Scott), AMSC and CRA.~~ **Correspondence abandoned.**

**Incoming Information Items:**

- **Feb 24:** Rick McIvor, Minister of Municipal Affairs re 2022 Budget.
- **March 7:** Lee Chambers, Brazeau County, re approval of 2022 Appropriation (\$194,470). No mention of GST.
- **March 7:** email - Rita Bijou, Brazeau County, re adjustments for Q2 invoicing to account for Q1 payment and GST adjustments.
- **Mar 15:** email – Colin Swap, Brazeau County, reversing decision on GST.

**Outgoing Items:**

- **Feb 23:** Town CAO, Robert Osmond, re letter of support for “Agents of Change initiative”.

**MOTION 2022-024** *Karen Hickerty* moved to accept correspondence items. **CARRIED**

**NEXT MEETING:** Thursday, April 21<sup>st</sup> @ 1:15 pm

**MOTION 2022-025** *Colleen Schoeninger* moved to adjourn meeting at 2:50 pm. **CARRIED**

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

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Library Director

Adopted on the \_\_\_\_ day of \_\_\_\_\_, 2022