



## TOWN of DRAYTON VALLEY LIBRARY BOARD MEETING MINUTES

The minutes of the Drayton Valley Municipal Library Board regular meeting held  
May 19, 2022, Civic Centre Meeting Room

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

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

**ABSENT** Colleen Schoeninger, Randy Swap.

**GUESTS** None

### CALL TO ORDER

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

### Quorum Declared

### 1. ADOPTION OF AGENDA

Additions/ Deletions/ Amendments: Add 4c) Policy Manual review; add correspondence item from Navigate group

**MOTION 2022-036** **Donna Gawalko** moved to approve the agenda as presented. **CARRIED**

### 2. ADOPTION OF MINUTES

Additions/ Deletions/ Amendments: None

**MOTION 2022-037** **Susan Schwindt** moved to adopt **April 21, 2022** minutes as presented.

**CARRIED**

### 3. NEW BUSINESS

- a) **Board Basics Webinars:** PLSB has changed their format for instructing Board Basics, opting to break discussions into one-hour remote webinars. Sessions were scheduled in late April and throughout May and advertised by email (forwarded by Director on April 27). A reminder email with registration hyperlinks was sent out on May 9 (not forwarded - Director was away).

*Action Item: The Director will forward the list of remaining sessions to trustees before end of day on May 20.*

- b) **Business Cards:** The Director is putting together an order of business cards for staff and asked if trustees wanted business cards added to the order.

*Action Item: No trustee cards. No action required.*

### 4. OLD BUSINESS

- a) **Policy Manual Inserts:** The County Library Funding MOA was distributed for insertion into Trustee manuals.

- b) **Town Facility MOU:** The draft MOU was presented at a Governance & Policy meeting on May 18, receiving approval to proceed to Town Council for final endorsement.

- c) **Policy Manual Review:** Lyndara Cowper-Smith noted the volume of policy updates over the past year (>50% of manual). It is recommended that all Trustee manuals be reviewed for completeness.

*Action Item: All Trustees will bring their manuals to the June meeting for administrative review. Manuals will be returned to trustees in August or September.*

## 5. REPORTS

### a) Committee Reports

- i. **New Facility:** The Director inquired at Town office for basic information on the soon-to-be-vacant Park Valley Pool facility; specifically, whether the Town has any plans for repurposing and the building's square footage.

Town's Community & Recreation Manager, Hans van Klaveren, responded by providing a facility floor plan that shows about 12,000-13,500 ft<sup>2</sup> = 1,265 m<sup>2</sup>. The Town does not have any firm plans for the facility at present.

- ii. **Finance:** The Director was away on vacation during the second week of May and was therefore late in forwarding the bookkeeper's April financial reports. Hard copies were not available for review during the meeting.

*Action Item: The Director will forward the Budget Comparative Income report to trustees before end of day on May 20.*

**Account Balance:** as of Friday, May 6, 2022 (**\$241,738**)

Chq (\$46,632), Sav. (\$101,550), Ops Res. (\$82,952), Cap Res. (\$10,603)

- iii. **Friends: Lyn Cowper-Smith** reported that the Friends have received Society status and have been issued a business number but have yet to receive Charity status from CRA.

The Friend Spring Book Sale ran from April 25 to May 7 and earned ~\$515. Money from book sale was handled by service desk staff using a new Square account, "Fundraise" but may have also been entered on "Capital Donation" as this was the procedure for book sales prior to Friends.

The Friends next meeting is scheduled for May 26 at 6:30 pm. Board trustees are welcome to attend.

*Action Item: The Director will prepare a cheque to the Friends for \$515.*

- iv. **Personnel:** The Director reported that a Service Specialist, Josie Anton-Roberts, has been hired to the team. She began orientation training on May 16 and will be scheduled for 27.5-30 hours per week.

- b) **Manager's Report: Dana Crawford** reported that **Patron X**, a Library user with a history of inappropriate behavior and harassment of staff has returned to the library. He had been barred from the library premises for one month in 2019. **Patron X** uses the computers almost daily and has made several inappropriate comments to or about staff including an offensive note found near the public computers.

*Discussion*

**MOTION 2022-038** **Karen Hickerty** moved to bar **Patron X** from the Library facility and premises.

**Donna Gawalko** seconded the motion.

**CARRIED**

*Action Item: The Director will prepare a disciplinary letter and consult with the Town's Community Peace Officer on procedure for issuing the letter to insulate front-line staff from potential negative response.*

*Action Item: The Manager will look at options for inexpensive body camera's for service staff and provide Director with a preferred option.*

*Action Item: The Director will consult with the Town's computer and technology manager on options and costs for installation of a panic button at the service desk.*

- c) **Director's Report: Douglas Whistance-Smith** presented the April statistical report explaining that the graphs indicate some of the highest circulation trends for both

physical and electronic borrowing in over 5 years. Proactive measures have been implemented for contacting patrons directly when borrowing accounts lapse. It is expected that his personalized approach to patron services will result in significant increase in active registered users and customer satisfaction.

The Director reported that all staff at Service Specialist or above will receive Nasal Naloxone training from St John Ambulance in addition to (re)certification in First Aid-CPR-AED before the end of Summer Reading.

Staff have requested that the temporary sneeze guards installed in May 2020 be replaced with a more permanent plexiglass. The Director is working on an inexpensive solution for ceiling mount hanging sneeze guards.

The Director reported on the recent arrival of Ukrainians to the community and the resources that are available through YRL.

The Director also reported on a group of about 20 young adults (a tree-planting crew working near Brazeau Dam) visiting the library on a day off. They were invited to sit in the staff lunchroom and other lounge areas to relax and use the Wi-Fi.

The Director noted that, since the shut-down of the Mat program and daytime shelter, there has been an increase in housing-insecure users.

*Discussion.*

- d) **Trustees: Rick Evans** noted that the recently arrived shelter pods are expected to be ready for use soon. The Town's Homelessness and Poverty Reduction team lead, Emily Hickman, or the Community Peace Officer should be contacted to deal with issues of inappropriate facility use.

**MOTION 2022-039** *Rose Mayan* moved to accept reports as information.

**CARRIED**

## 6. CORRESPONDENCES April 20 to May 17, 2022

### Action / Decision Items:

- **April 25:** Navigate Group indicated that there will be an estimated 16% increase in Cooperators health benefit rates effective June 2022.

*Discussion*

*Action Item: No action required. A review of alternate health benefits providers may be considered in 2023 or 2024.*

### Incoming Information Items:

- **April 27:** PLSB/ YRL email forwarded to Board: upcoming Board Basics webinar series in May
- **April 28:** Brazeau County, signed 2022 funding MOA for records.
- **April 28:** St John Ambulance free training for nasal naloxone for libraries.
- **May 12:** PLSB reminder, updated Board Basics webinar series offerings in May.

### Outgoing Items:

- **None**

**MOTION 2022-040** *Rose Mayan* moved to accept correspondence items.

**CARRIED**

**NEXT MEETING:** Thursday, June 23 @ 1:15 pm

**MOTION 2022-041** *Pat Adamson* moved to adjourn meeting at 3:15 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 23<sup>rd</sup> day of June 2022