



TOWN of DRAYTON VALLEY LIBRARY BOARD MEETING MINUTES

The minutes of the Drayton Valley Municipal Library Board regular meeting held
November 18, 2021, Civic Centre Meeting Room

PRESENT Lyndara Cowper-Smith (Chair), Donna Gawalko (Vice Chair), Pat Adamson (Treasurer), Rosemarie Mayan, Karen Hickerty, Susan Schwindt, Sandra Blades, Colleen Schoeninger

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

ABSENT Rick Evans (Town Councilor), Randy Swap (County Councilor)

GUESTS None

CALL TO ORDER

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

Regrets received from Rick Evans (Town Council) who is attending an AUMA meeting in Edmonton. Director unable to reach Randy Swap (Brazeau Council) by phone or email prior to meeting.

Quorum Declared

ADOPTION OF AGENDA

Additions/ Deletions/ Amendments: None

MOTION 2021-092 *Donna Gawalko* moved to approve the agenda as presented. **CARRIED**

ADOPTION OF MINUTES

Additions/ Deletions/ Amendments: None

MOTION 2021-093 *Susan Schwindt* moved to adopt the **October 21** minutes as presented. **CARRIED**

NEW BUSINESS

Annual Organizational Meeting

1:19 pm *Lyndara Cowper-Smith* passes control of meeting to *Douglas Whistance-Smith*.

Member-at-Large Appointments: Town of Drayton Valley has issued letters confirming three-year term appointments for *Rosemarie Mayan* and *Susan Schwindt*.

Member-at-Large Appointments: Councilor *Rick Evans* is assigned by Town Council to sit on the Board. Councilor *Randy Swap* is assigned by County Council to sit on the Board.

PowerPoint Presentation & Orientation for Councils: YRL provided a brief presentation to help instruct councils, councilors and new Board trustees on the roles of the various levels of governance defined in legislation for libraries. L. Cowper-Smith & D. Whistance-Smith reviewed this document and added images or bylaw numbers to personalize the presentation for Drayton Valley Library.

Discussion *The amended presentation is approved for use.*

Election of Executive Officers: Doug Whistance-Smith called for nominations, providing a brief explanation the roles for Chair, Vice Chair and Treasurer.

Chair: Lyndara Cowper-Smith was nominated to continue as Chair.

Lyndara Cowper-Smith accepted the nomination

No other names were forwarded for Chair following three calls for nomination.

Lyndara Cowper-Smith is proclaimed Chair.

Vice Chair: Donna Gawalko was nominated to continue as Vice-Chair.

Donna Gawalko accepted the nomination.

No other nominations were forwarded for Vice Chair.

Donna Gawalko is proclaimed Vice-Chair.

Treasurer: Pat Adamson was nominated to continue as Treasurer.

No other nominations were forwarded for Treasurer.

Pat Adamson is proclaimed Treasurer.

MOTION 2021-094 **Sandra Blades** moved to close elections; Chair **Lyndara Cowper-Smith**, Vice-Chair **Donna Gawalko** and Treasurer **Pat Adamson** have been elected as Executive Officers with signing authority on banking and legal matters on behalf of the Board. **CARRIED**

Trustee Contacts: The Board was asked to confirm their contact information including date of birth for reporting to various levels of government.

Financial Review or Audit: The Board was asked to determine the level of accounting for the 2021 budget year: Review of Financial Statements or full Audit.

Discussion

MOTION 2021-095 **Lyndara Cowper-Smith** moved to conduct a Review of Financial Statements for the 2021 and 2022 financial years, and to plan for a full audit in 2023 financial year.

Donna Gawalko seconded the motion.

CARRIED

2022 Library Board Meeting Schedule: The Board will continue to meet at 1:15 pm on the third Thursday of each month, except December and July unless otherwise decided. Any deviation from this schedule will be advertised and announced publicly at one week in advance of the re-scheduled meeting date.

2022 Library Operating Hours: Responses to feedback patron surveys collected in late October and Early November showed 65% public support in favour of extended service hours on Saturday (23% supported Friday evening and 12% supported Monday evening). The Director proposed amending Policy 4.1.1 to include Saturdays from 10 am – 5 pm. The Library would remain closed on Saturdays for holiday weekends and during summer months. The expanded hours can be managed by adjusting shift schedules with no appreciable impact to the budget.

Discussion.

MOTION 2021-096 **Colleen Schoeninger** moved to approve the amended Saturday business hours to 10 am – 5 pm effective in the first week of January 2022; Policy 4.1.1 is approved as amended.

Rosemarie Mayan seconded the motion.

CARRIED

Action Item: The Director will forward Policy 4.1.1 amendments to PLSB, Town Council, Brazeau Council and YRL no later than December 31. The new Saturday hours will also be publicized on website, social media, newsletters, advertising or marketing pieces prior to January 2022.

MOTION 2021-097 **Sandra Blades** moved to adjourn the Annual Organizational Meeting.

CARRIED

1:52 pm Douglas Whistance-Smith passes control of meeting to **Lyndara Cowper-Smith**.

OLD BUSINESS

Policy Manuals

Copies of policies, procedures and forms approved in past meetings were distributed for insert into trustee copies of the policy manual.

Municipal Agreements

The Board reviewed the amended draft of Memorandum of Understanding (MOU) with the Town with the added section on Trustee recruitment as proposed at the October meeting. The Board also reviewed a draft letter to Town administration regarding the updated agreement and next steps for ratifying the MOU.

MOTION 2021-098 **Pat Adamson** moved to approve the draft Memorandum of Understanding between the Town and Library Board as amended and to submit the document along with the covering letter to Town C.A.O.

Colleen Schoeninger seconded the motion.

CARRIED

The Director is currently working on an updated three-year Memorandum of Agreement (MOA) between Brazeau County and the Library Board.

Discussion.

Action Item: The Director will continue work on the MOA for review by the Board at the next scheduled meeting.

REPORTS

Committee Reports

i. **Finance: Account Balance** as of November 12, 2021 = **\$225,565**: includes Chequing (\$49,567), Savings (\$124,869), and Op. Reserve (\$42,889), Cap. Reserve (\$8,237).

The Board reviewed the October financial report. The Director projects the year-end balance will be within \pm \$5000 of budget.

The Director has completed an application for FCSS grant funding to support SRC Program Assistants in 2022.

Discussion.

MOTION 2021-099 **Pat Adamson** moved to submit the FCSS Grant application with requested \$4000 in support funding for SRC program payroll. **CARRIED**

The Director will monitor federal sites for application availability and deadlines on the 2022 CSJ grant.

ii. **Personnel:** No report.

iii. **Advocacy:** The Board discussed strategies to bring a positive spotlight on the library and the community.

Discussion.

- Trustees and staff are invited to write short personal story memoirs about libraries and submit them to the Director for inclusion in reports to government and publication in social media, newsletters, newspaper articles, etc.

- Engage in partnerships for promoting at Farmers Market with posters/ banners and at cross-promote partners on Book-walks.

Manager’s Report: Dana Crawford provided a written report on staff initiatives, incident reports, patron comments and operational matters.

Director’s Report: Doug Whistance-Smith presented stats for October with updated graphs inserted to show trends over the past 4-years.

The Director also reported that \$1000 of shelving parts were purchased from Stony Plain Library and put in storage in the Director’s garage until time allows for installation.

Trustee Reports:

Lyn, Doug and Amanda met on November 4 to discuss a Friends Society start-up: a minimum 5 members, a bylaw and a completed application form with \$50 fee. The Board was asked to consider the level of administrative or financial support to commit in establishing a Friends group.

Discussion.

Action Item: The Board will pay the required application fees to establish the Friends.

MOTION 2021-100 *Karen Hickerty* moved to accept reports. **CARRIED**

CORRESPONDENCES

Incoming Information Items:

Oct 27: Town of DV Administration – Councilor Rick Evans appointment to Board; Councilor Amila Gammana appointed as alternate.

Nov 1: ALTA – 2021-22 membership renewal. \$300

Nov 3: Office of Mayor, Nancy Dodds – R. Mayan Board appointment confirmed.

Nov 3: Office of Mayor, Nancy Dodds – S. Schwindt Board appointment confirmed.

Nov 3: Office of Mayor, Nancy Dodds – A. Jeffrey Board application retained.

Nov 9: YRL – Message to Board Chairs and Councils.

Nov 12: Brazeau Admin, Christina Scharfl - Brazeau County appointments: YRL Board – Kara Westerlund, Drayton Valley Library Board – Randy Swap.

Outgoing Items:

Nov 2: CRA Payroll re change to employee health benefits provider for EI PRP.

Nov 12: Draft MOU – Library & Town sent via email with request to meet.

Action / Decision Items: None.

MOTION 2021-101 *Donna Gawalko* moved to accept correspondence items. **CARRIED**

NEXT MEETING: Thursday, January 20th @ 1:15 pm

MOTION 2021-102 *Karen Hickerty* moved to adjourn meeting at 3:05 pm. **CARRIED**

Board Chair

Library Director

Adopted on the ____ day of _____, 2021