

**WETASKIWIN PUBLIC LIBRARY  
REGULAR BOARD MEETING**

DATE: January 15, 2018  
TIME: 4:49 PM  
LOCATION: Wetaskiwin Public Library  
CHAIRPERSON: Bill Elliot  
Present: Christine Hutchinson, Rachelle Kuzyk, Justin Cuffe, Michelle Loov, Bill Elliot, Pamela Ganske, Sue Howard  
  
Excused: Lindsay Urkow, Dean Billingsley, Timothy Bolivar  
Absent:

**1. Approval of Agenda**

Cuffe moved that agenda be approved. Motion carried

**2. Approval of December 11, 2018 meeting minutes**

Ganske moved that minutes be approved. Motion carried

**3. Old Business**

**4. New Business**

**4.1. Introduction of Sue Howard, acting City Manager**

Welcome Sue Howard

**4.2. Introduction if new trustees (if appointed by meeting date)**

New trustees not appointed yet

**5. In Camera (Special Session)**

Loov moved to go in camera at 4:51 PM

Loov moved to go out of camera at 5:16 PM

**6. Committee reports**

**6.1. Finance Committee**

**6.1.1. Bank Account**

We do not need city administration permission to open a bank account. This account will help when applying for grants as some are only disbursed to the account of the library not the city in order to guarantee that the library is getting the funds. The Board has asked the city out of courtesy for the account but we do not need their permission so the Board can go ahead and open an account for the library board. The board will have to take into consideration admin. fees as well as being prepared for audits of the account. Loov mentioned that The Friends of the Library have an account and audited statements can be done by the treasurer and two executive members. If this is something we can do, it would save on the cost of hiring someone.

Kuzyk will look into different banks and their fees and come back to the board with the options. A motion for the selected bank will be made at a later meeting.

Cuffe/Loov moved to open a bank account with signing authority to Library Manager and the Chair of the board. Motion carried.

**6.2. Plan of Service/ Policy Committee (Cuffe)**

**6.2.1. Policy Review/Approval**

The new draft of the policies was sent out to Board members to review. Ganske and Hutchinson offered changes and corrections. Cuffe will update the draft and resend it to the Board.

**6.3. Public Relations/Fundraising Committee**

#### **6.4. YRL Board Report**

On January 28<sup>th</sup> Carla, the new YRL Director, will be coming to a City of Wetaskiwin meeting to introduce herself.

#### **7. Manager of Library Services Report (Kuzyk)**

Annual Report: This is the first step to receive the operating grant. The data is plugged into a site and it generates a report.

Lost remote connection to Hutchinson @ 6:13

Loov moved to approve annual report. Motion carried

#### **8. Correspondence**

#### **9. Parking Lot**

#### **10. In-Camera**

#### **11. Next meeting date: February 19, 2019**

#### **12. Adjournment**

Meeting adjourned at 6:35 PM. Motion carried.

Chairman: Bill Elliot

Recording Secretary: Christine Hutchinson

**Date: January 15, 2019**