**Attendees:** Christine Hutchinson, Svea Beson, Leah Latimer, Hazen Evenson, Vicky Weimer, Michelle Loov, Dean Billingsley, Paul Edginton, Tim Bolivar, Lindsay Urkow, Gabrielle Blatz, Bill Elliot

**Absent with regrets:** Sara-Dawn Taylor

1. Call to Order 5: 16 PM
2. Agenda Approval

Motion to approve agenda by Dean, all in favour. Motion carried.

1. Consent Agenda
	1. Approval of October 20, 2020 minutes
	2. Incorporation certificates received
	3. No reports or correspondence
	4. Letter written to patron re: their concerns

Hazen approves consent agenda, all in favour. Motion carried.

1. Business Arising
	1. Library staff contracts transferred from City to Library Board.
		1. We received the contracts and everyone but two staff have read them, we are likely ready to sign.
		2. Karla from YRL said that the documents are well done.

Tim moves to transfer the city contracts over to the Wetaskiwin Public Library Board. Motion carried.

* 1. Insurance: Board insurance covers severance, wrongful dismissal, harassment, and legal liability for all Board members.
		1. The email that was sent out covered all the insurance questions we had.
		2. Approximately $3550 a year for cost.

Sandra Kim 5:23 arrived

Hazen moves to accept as information, all in favour. Motion carried.

* 1. Letter re: terminating Archives agreement sent to Council.
		1. Letter received by council as information.
		2. Conversation about what to do with the function of the Archives.
		3. Keep as city dep, renegotiate, talk to heritage museum on main street.
		4. Decided to temporarily close for a year to assess the collection and better understand where to go in the future.
		5. Archivist resigned, last day is on November 27, 2020.

Motion to receive as information

* 1. City/Library draft agreement - more review required.
		1. Do not want to rush into this agreement as we have until the end of December 2021.
		2. Svea went through the document and made notes.
		3. Tim: we should not go ahead with the agreement until we propose our budget to council.
		4. Paul: designed to work with the library, Dec 14 should approve budget by then. MOU should be done.
		5. Monday November 23, 2020 1:00 and 1:30 to propose budget to council.
1. New Business
	1. Monthly Financial statements
		1. No monthly financial statements from city hall, 2019 statements not complete. Our funding will be delayed.
		2. Sandra: Recovery of fines and fees that we contracted out to metcredit.
			1. We did not make a motion to hire an outside agency to do collections.
			2. Tim: With COVID it was pushed to the side. We should not let it go unless City Council is aware of it. With the pandemic going we should not pursue this.
			3. Gabby: I agree with Tim. Now is not the time but revisiting it is may still be worth it.
			4. Dean: agrees with Tim. Verify that we passed to approve the metcredit to be our collectors.
			5. Feb 18 David from metcredit to visit, May meeting and it was not passed.

Gabby moves to accept this as information, all in favour. Motion carried.

* 1. Budget/budget presentation
		1. Tim: we have the actual budget to propose.
		2. Finance committee has voted on the budget but the board has not.
		3. Sandra: We are not leaving ourselves a lot of contingency space should the city come back with cuts
			1. Everyone realizes that 2020 and most of 2021 are unusual years running the library, municipality, country, etc. We have to be creative. We do have reserves and we will fight tooth and nail to get our financials up to date. We have to be responsible board members as well.
			2. Bill: we have to be prudent as well
			3. Svea: we have space for original hours/staff. There was a survey of library hours done that determined which hours are most used by patrons. We will not have Sundays available.

Tim moves to approve the 2021 budget that was submitted to the board to be submitted to council on Nov 23. All in favour, motion carried.

1. Manager’s Report
	1. Thank you to Svea and the staff for being so flexible and pursuing and offering services and programming even when it has been hard.

Michelle moves to accept as information, all in favour. Motion carried.

1. In camera item
2. Action items

Next meeting date: January 19, 2021 at 5:15

Adjournment: 5:55 PM