In person and via GOTO Meeting

**In Person:** Bill Elliot, Svea Beson, Christine Hutchinson, Paul Edginton, Dean Billingsley, Gabrielle Blatz, Vicki Weimer, Sandra Kim

**Online:** Timothy Bolivar

**Absent:** Lindsay Urkow, Michelle Loov, Sara-Dawn Taylor

**Agenda:**

1. Call to order 5:19 PM
2. Agenda Approval

Motion to approve agenda as amended by Vicki, all in favour. Motion carried.

1. Consent Agenda
	1. Approval of September 22, 2020 minutes
	2. YRL Report

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

1. Business Arising
	1. Archives Agreement:
		1. Clarified that the board does not want to close the door to overseeing the archives but there must be changes made before there are further discussions.
			1. Paul: Administration is recognizing that the archives is in the City’s possession as of October 22, 2020. City admin will bring the archives up as an item to council that will explore the future of the archives.
	2. Liability Insurance:
		1. Svea has been working on finding out who to contact about this. Waiting for response from AMSC.
		2. Dean: General liability is held by the library including contents and theft, there is no policy in place for directors.
		3. Tim: We should determine whether the library needs different incorporation from what the library currently has, not sure if this is enough for an insurance company. The insurer with the City should see if we are covered under the Library’s Act. Tim suggests we have a motion from the board to request this.

Tim moves that the board make an inquiry of insurance carriers and determine whether the board can get directors insurance under the insurance that the Library Act covers, all in favour. Motion carried.

1. New Business
	1. Monthly Financial Statements:
		1. We still do not have financials for 2019 sorted out and we have not yet received our statements for 2020.
		2. We received a letter that states the library has until November 6th to submit our application to receive our funding on time. Due to structural reorganization in the City, the financials will not be ready in time which will result in a delay in our funding.

Sandra arrives 5:34 PM

* 1. Appointment to YRL Board
		1. The Board recommends Bill continue with the YRL Board to represent Wetaskiwin Public Library. This will be brought to City Council to endorse when YRL looks to appoint/reappoint a representative from Wetaskiwin.
	2. City/Library agreement - draft agreement
		1. Karla from Yellowhead worked with our previous agreement to draft a new agreement and highlighted in yellow the ambiguous spots. The City/Library agreement expires December 2021. The new agreement will better align with the library existing as an outside agency. Paul suggests that we look to move to a new agreement before the expiry of the old agreement.

Tim moves that the Board work on a revised agreement with the City, this will be worked on and developed by an ad hoc committee, all in favour. Motion carried.

Bill and Timothy agree to be on the ad hoc committee, other board members are invited to sit on this committee.

* 1. Library Staffing Contracts
		1. Suggestion to have the employee contracts signed off and moved into the Wetaskiwin Library Boards possession.
			1. Discussion: Should we have our own lawyer come in and look at the contracts before we agree to signing the employee contracts over? There needs to be clear delineation over the financial implications.
			2. Tim: We should move forward with it but have a meeting with Leah prior to taking over the contracts so that there is understanding of how everything will work.
			3. Back to the letter of understanding, the contracts do not determine what the relationship between the city and library look like. We should meet with City Admin and HR to see what they propose. This meeting should include a couple people from the board.
			4. We will bring the motion back to board for approval in November after meeting with Leah.

Sandra moves to send a delegation of the board and the manager to meet with HR and bring recommendations to the next meeting, all in favour. Motion carried.

* 1. Outside Agency - Process, Format, Timelines
		1. See attachment from Paul.
		2. Create a process that can be used to see what in-kind services the library and Board would like to see. Svea, Robert and Paul will meet once the financial statements for 2020 are prepared.
		3. This process is being developed for council to get the big scope of items and keep accounting accurate.
		4. 2020 Budget is due November 9th
			1. Tim: Svea has completed a draft budget without the 2020 numbers, but how can it truly reflect what we need if we do not have access to the 2020 financial statements. We need our 2020 numbers to be able to project our 2021 Budget needs.
			2. Paul will work to get the numbers as soon as possible.
			3. It is important to get these numbers to see what is happening in 2020 and with the numbers especially with COVID happening this year.

Tim, Dean, Bill, Svea available next week for a finance meeting. Tuesday 27th at 10:00 AM Room booked at Grant Thorton.

1. Managers Report
	1. We had a lot of people express a ton of appreciation to the library. We stand by the PLSB COVID recommendations.
	2. A lot of money is being spent on PPE and cleaning supplies.
	3. Programming has started online through our new Youtube channel and we will be handing out treat bags on the Friday before Halloween.
2. Correspondence
	1. Letter of concern from a patron. Christine responded with a letter to the board.
		1. Board is in support of how the situation was dealt with by library staff.
	2. Equity and Inclusion workshop registration is closing soon. Bill is waiting for the YRL conference videos to be posted and will share those with the Board once they are available.
3. In camera
4. Action items
* Inquiry of insurance carriers.
* Board delegation and Manager meet with HR to discuss the handing over of employee contracts.
* Finance Meeting set for Tuesday October 27th at 10:00 AM
* Bill will forward the patron email and Christine’s response to the Board members. Bill will develop a response with recommendations from the board and email the patron back.
1. Next meeting date: November 17th at 5:15 PM
2. Adjournment: 6:38 PM

Board Chair: Bill Elliot

Minutes recorded by: Christine Hutchinson/svea beson