

Meeting Minutes
City of Wetaskiwin Library Board
September 10, 2024
5:15 PM ~ Library Meeting Room

In-Person Attendance: Christine Hutchinson, Kathy Stephanson, Laura White, Malora Clayton (left at 6:26pm), Joe Branco, Bill Elliot

Virtual Attendance: Von St. Martin (left at 6:50)

Guests: Kevin Bamber

Absent:

1. Call to Order 5:15 pm
2. Adoption of Agenda: Jo moved to adopted agenda - passed
3. Adoption of the August Minutes: Bill moved to accept the minutes as presented - passed
4. Items for Decision
 - a. Acceptance of Amanda Billings resignation – Malora moved to accept resignation - passed
 - b. Proposed [Finance Policy](#) –was modified during discussion. Bill moved to table this policy - passed. Christine will work on it and present at next meeting.
 - c. Budget - Bill moved that we accept budget as presented for presentation to council on Oct 15. – passed.
5. Items for Discussion
 - a. Plan of Service, Timeline adjustment amended.
 - i. **Action item:** each board member should bring name of 2 people who would be willing to spend 1 evening in Oct for community input focus group.
 - b. Follow up with Kevin
 - i. Lease Renewal – anticipate a 20% increase at renewal
 1. Painting request – Kevin will follow up with Tom for the city to prepare quote for city to paint.
 2. Kitchen and other requests – are the responsibility of the tenant (the city)
 3. Lease renewal required – we are currently in an extension that expires at the end of this year.
 - ii. Lack of Protective Services Visibility - Kevin will follow up with Matthew to encourage an occasional presence inside the building.
 - iii. Clarification on Park Safety – option to lock park encouraged
 1. Christine will start work on a policy around cameras that will be presented to the board.
 2. Narcan use: Christine will look into implications of having and using the Narcan kits and will report back to the board.
 - iv. Library Board Intake - board was expecting a campaign for new board members would be put out by the city. Kevin report back to board regarding city process and campaign.

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- c. December closure hours – Christine will bring proposal to Oct board meeting.
- 6. Items for Information
 - a. Library Director Report - See attached
 - i. Organizational Review Work Plan
 - b. Friends Report
 - c. YRL Report - See attached
- 7. Next Meeting - October 8th 5:15 pm, located at city hall.
- 8. Adjournment at 7:23pm