

**WETASKIWIN PUBLIC LIBRARY
REGULAR BOARD MEETING**

DATE: April 16, 2019
TIME: 4:45 PM
LOCATION: Wetaskiwin Public Library
CHAIRPERSON: Bill Elliot
Present: Rachelle Kuzyk, Justin Cuffe, Michelle Loov, Bill Elliot, Pamela Ganske,
Dean Billingsly, Timothy Bolivar

Excused: Lindsay Urkow, Sara-Dawn Taylor, Hazen Evenson
Absent:
CTO: 5:05 PM

1. Approval of Agenda

Ganske moved that agenda be approved. Motion carried.

2. Approval of Feb 19th, 2019 meeting minutes and March 19th electronic update

Ganske moved that minutes be approved. Motion carried; Loov moved to accept the electronic update as information. Motion carried.

3. Old Business

3.1. Bank accounts

Kuzyk had previously provided information after researching the various options within the community. ATB offered the most cost-effective options. The process for opening a City of Wetaskiwin Library Board bank account with ATB is in the works.

3.2. Incorporation

Kuzyk indicated that while the City of Wetaskiwin Library Board is recognized under the Libraries Act/PLSB as an operating library board, it is not actually incorporated under through provincial registries, nor does it have an Alberta Corporate ID number. Bolivar questioned whether Board/Directors' liability was included in the existing insurance. He also suggested reaching out to Dave at Grant Thornton regarding tax implications. The process to formally incorporate is not difficult. Kuzyk will further investigate.

3.3. County libraries

After a request by the County of Wetaskiwin regarding the legal requirement outlined in the Libraries Act for the employment of a professional librarian, Kuzyk advised the trustees that she had respectfully declined their request for involvement in the county libraries, as they did not have a budget in place for compensation or proper reporting.

3.4. Bed bugs

Kuzyk provided a review of the situation with the bed bug contamination at Fairview Municipal Library as well as the preventative measures at the Wetaskiwin Public Library. The library was closed as a precaution only, and a detection team did not find any instance of bed bugs here.

4. New Business

4.1. Trustee resignation

Kuzyk read the resignation email from Cindy Voyde-Vye.

Bolivar moved to accept the resignation. Motion carried.

4.2. Road work

51 Avenue is scheduled for road repair beginning in May. At this point, Kuzyk is unsure how much disruption it will cause to library operations. Updates will be provided at subsequent

meetings. The library will offer as much uninterrupted service as possible, but may consider a community service point if necessary.

Loov moved to authorize temporary closures as determined by Kuzyk based on unanticipated disruptions during the construction. Motion carried.

4.3. Membership process

Following an email from a patron (included in meeting package), the group discussed the membership renewal process, the need to present identification, and the existing policy. The policy will stand, with no change recommended as a result of the discussion.

4.4. Jasper ALC

Elliot is attending the conference via his position on the YRL board. Evenson had also expressed interest. Two staff members, Melanie Johnson and Brenda Schmidt are also attending. Because Kuzyk is not attending, staff and trustees must submit expenses after the conference for reimbursement.

4.5. Alberta Culture Days

A collaborative application for Alberta Culture Days is being prepared with numerous agencies and organizations. Library staff will work with the group to participate.

5. Committee reports

5.1. **Finance Committee**

The Finance Committee met just prior to the meetings today. Following discussion, several questions for Annette Gordon were sent with Kuzyk to communicate.

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

5.2.1. Policy Review/Approval

After numerous revisions and discussions, the 2018 policies were presented in final form with the meeting package.

Bolivar moved to repeal/replace all polices with Policies 1100-1300. Motion carried.

5.3. **Public Relations/Fundraising Committee**

No report

5.4. **YRL Board Report (Elliot)**

6. Manager of Library Services Report (attached)

7. Correspondence

8. Parking Lot

8.1. New city manager

8.2. Future meeting at Archives in the Civic Building

9. In-Camera

10. Next meeting date: May 21st, 2019

11. Adjournment

Elliot adjourned the meeting at 5:55 PM.

Chairman: Bill Elliot

Recording Secretary: Rachelle Kuzyk

Date: Apr 16th, 2019