

Library Board Meeting
September 21, 2021 at 5:15 PM
Virtual Meeting

Attendees: Christine Hutchinson, Svea Beson, Dean Billingsley, Gabrielle Blatz, Bill Elliot, Sandra Kim, Andrea Sandl, Tim Bolivar, Paul Edginton, Vicki Weimer (arrived 5:20)

Away with regrets: Hazen Evenson

1. Call to order 5:15 PM
2. Agenda Approval

Sandra Kim motions to approve agenda. All in favor. Motion approved.

3. Consent Agenda
 - 3.1. Approval of March 2021 minutes
 - 3.2. Committee Reports - (Move Policy update to Business arising)
 - 3.3. Discussion of policies - HR, complaints, abuse of staff, and pandemic
 - 3.4. July email meeting
 - 3.5. Sara-Dawn Resignation
 - 3.6. Michelle Loov Resignation

Dean Billingsley motions to approve consent agenda. All in favor. Motion approved.

4. Business Arising
 - 4.1. Committee members - update list
 - 4.1.1. Finance: Dean Billingsley and Bill Elliot
 - 4.1.2. Policy: Tim Bolivar, Svea Beson, Vicki Weimer, Andrea Sandl, Sandra Kim, and Christine Hutchinson
 - 4.1.3. Marketing: Sandra Kim and Andrea Sandl
 - 4.1.4. Friends: Used to be Michelle Loov, Vicki Weimer will be the new liaison as she is currently a member of the Friends.
 - 4.1.5. YRL: Bill Elliot
 - 4.1.6. We have had two resignations, there are also members running for council. Appointments happen in November/December. We currently have the minimum number of members (7). Should we request the city to fill positions?
 - 4.1.6.1. Board is interested in waiting until after the election to recruit.
 - 4.2. Policy Update
 - 4.2.1. Tim met with Svea about how to handle complaints. HR is a major policy section. We will look to include the handling of complaints as well as an abuse of staff by the public (zero tolerance).
 - 4.2.2. Policy meeting last Monday September 13th attended by Andrea, Vicki, and Christine. Committee was presented with policies from other libraries that Svea reviewed. Plan is to compare our policies to other libraries as well as to the city HR policies. Amalgamate items into ours. We have also looked into a pandemic policy. No drafts yet as we have just started.

Bill/Svea can share YRL policy. Paul will connect with HR and send policies along. Staff has been taking a lot of abuse, so this must be addressed in the new policies we develop.

5. New Business

5.1. Truth and Reconciliation Day Sept 30, 2021

- 5.1.1. Tim emailed board for comments and questions regarding the library closing/recognizing the 30th as a stat day.
- 5.1.2. Went over suggestions in the future to promote Reconciliation and education about residential schools.

Bill Elliot motions to close the library on September 30th, 2021, next year this will be revisited so the new board can decide how the library responds to Truth and Reconciliation Day in the future. Motion receives majority. Motion approved.

- 5.1.3. Christine is developing a list of Indigenous resources that Svea will put as a dedicated tab on our website. These will include local, provincial, federal, educational, and fun for children Indigenous links/resources that the community can access right at our website. This will be released on September 30th, 2021.

5.1.4. Update from Bill about community events on Sept. 30th.

- 5.1.4.1. Boys and girls club will be raising a treaty 6 flag and have a ceremony with drums at 11:00 AM.
- 5.1.4.2. Orange Shirt Day walk beginning at the Wetaskiwin and District Heritage Museum at 5:30PM

5.2. Researching New Library Locations

- 5.2.1. Current facility is too small for its service needs.
- 5.2.2. Sandra deals with commercial real estate and can gather information.
- 5.2.3. We recently entered a new 5-year lease. This is a great timeline to be able to research a new space and work to procure the funds and create a plan to propose to the City.
- 5.2.4. Debenture needs to be taken to the City.
- 5.2.5. We should have an updated needs assessment done, Svea and Christine to do a write-up about what the library would/could offer to the public.
- 5.2.6. City is going through a future capital budget review, including the library and a potential building. Is this something that is still being worked on and how has the city been handling this? Paul: Included in 10-year capital planning through budget process to ensure that the financials are available for this. Thinking ahead and planning now is a great step for the library.

Sandra would like to move that there be a committee formed for the potential relocation or advancement of a library building within the City of Wetaskiwin. All in favor, motion carried.

6. Managers' Report/Financial/Budget Update/MOA

- 6.1. Financials are not up to date. The City has not given us updated numbers.
- 6.2. Revenue is very low this year.

- 6.3. Svea to meet with Paul, David, Misty, etc to speak about finances. Tim would like to attend this meeting.
 - 6.4. Our grants from the province are late as we do not have updated financials.
 - 6.5. Tim will contact Grant Thornton; they are working on library financials.
 - 6.6. COVID costs need to be considered.
 - 6.7. MOA signed copy will be emailed to board members once Svea picks it up from City Hall.
 - 6.8. Svea has started the 2022 budget, it will be due March/April 2022.
 - 6.8.1. When will an interim budget be needed? Paul will look into this.
 7. In camera
 8. Action Items
 - 8.1. Librarian Report will be included in future agendas.
 9. Next meeting date: Tuesday October 19, 2021, at 5:15 PM
 10. Adjournment 6:16 PM
- Sandra motions for meeting adjournment. All in favor. Motion passed.

Meeting Chair: Tim Bolivar

Recording Secretary: Christine Hutchinson