

**City of Wetaskiwin Library Board Minutes**  
**June 20, 2023**  
**5:15 PM ~ Library meeting room**

**In-Person:** Andrea Sandl, Colleen Theissen, Malora Clayton, Petra Faddoul, Sandra Kim, Kathy Stephanson, Petra Faddoul, Gabby Blatz, Svea Beson, Paul Edginton and Shelley Jones (City of Wetaskiwin)

**Zoom:** Von St. Martin

**Absent:** Dean Billingsley

- I. Andrea calls meeting to order at 5:18 pm
  - a. Welcomes new Board members
- II. Agenda approval
  - a. Gabby motions to Approve Agenda
  - b. Kathy asks to move Financial Statements to New Business for discussion

III. Consent Agenda

- Kathy moves to accept the Consent Agenda, all in favor.

V. New Business

a. City of Wetaskiwin Human Resources – Shelley Jones is introduced and gives an overview of the workflow of a manager within the City of Wetaskiwin and where she can give guidance to the Library Manager about HR issues. Noting important items regarding managing the library: goal setting, performance management, communication, and performance rewards. Discussion regarding an HR consultant ensues.

b. Kathy moves that the Policy Committee explore options for retaining an HR consultant to help solidify Personnel Policies of the Wetaskiwin Public Library. Sandra seconds. Discussion. Colleen can provide a set of policies that could be used as a guide to All in favor.

c. Resignation of Board Members – Kevin Peeters and Macki Rumak have resigned. Some discussion about new members and the board instructs Paul to see if Council wants to fill the empty seats.

d. Committee Reports – Andrea forwarded a document regarding the Manager evaluation. Malora motions to vote on proposed manager evaluation. Gabby seconds. All in favor.

e. YRL Fall Presentation – Andrea tells the board that YRL will come in the fall and do a presentation to the board about what supports YRL has for the board etc.

f. Committee Appointments – Secretary – Colleen offers to be the Recording Secretary; Sandra offers to be Treasurer of the Board. Further discussion of committees:

Committee members:

Finance – Sandra, Dean

Plan of Service – Kathy, Gabby

HR Policy and Personnel – Sandra, Colleen, Kathy, Gabby

Public Relations and Fundraising – Von, Sandra, Malora

g. Presentation from Kathy regarding the Plan of Service plan for the fall. Followed by discussion, Paul tells the board to try to tie in the plan of service to the budget for council. Kathy moves to have an extra board meeting on October 3<sup>rd</sup>, at 4 pm. Sandra seconds. All in favor.

h. Financial Statements – Kathy questions Svea about a couple of items, which are higher because there are still some charges from 2022 on the 2023 books. Svea informs board about ‘shift differential’ paid to some staff and asks Svea to investigate it. Also to find out who pays for employee assistance program.

#### VI. Manager’s Report/Librarian

- a. Kathy moves to accept the Manager’s Report and Librarian Report as information. Sandra Seconds. All in favor.

#### VI. In camera (if required)

Next meeting date: Sep 19, 2023

Adjournment