

Regular Board Meeting

City of Wetaskiwin Library Board
September 19, 2023
5:15 PM ~ Library meeting room

In attendance: Andrea Sandl, Sandra Kim, Kathy Stephanson, Gabrielle Blatz, Von St. Martin, Dean Billingsley, Heidi McFadzean, Malora Clayton, Laura White, Paul Edginton, Karla, Wendy, Hank (YRL)
Absent – Maxwell Roberts

1. Call to Order 5:16

2. Approval of Agenda Gabrielle motions

3. Consent Agenda - Kathy
 1. Approval of minutes of June meeting
 2. Manager's Report – N/A
 3. Librarian's Report – N/A
 4. Correspondence – N/A

4. New Business
 1. Welcome of new board members
 2. Presentation from Yellowhead Regional Library as to their role and what they can provide:
 - YRL is a Library for libraries
 - Focus on high level, expensive work support
 - Only region with multiple cities
 - Support three school divisions
 - Council decides to become part of the regional library system
 - Equalize the service for smaller communities to be on par with larger cities
 - Alberta it is not mandatory to join a regional system, but in every other province it is.
 - YRL can advise, but not direct (different from other provinces)
 - Allotment fund – \$0.75/person comes back to the municipality
 - Provides the infrastructure (Supernet)
 - Take care of the staff computers – hoping to expand next year to public computers
 - Offer kits/maker spaces, etc.
 - Admin support – board support, policy development, compliance, structural planning, financial management, facility support. Consulting services. Can help with plan of service. Help with structuring the process, community consultation, data analysis. Provide tools to get the work done

- Boards are formed by council but fall under the libraries act. Board has all operational/governance power. Library does not fall under the Municipal Governance act
 - Board must have FOIP policies. Fines and fees, card issues, patrons.
 - Board must have financial management policies
 - YRL can provide support for board policies and advise what is missing
 - Changes to policies/bylaws must go to PLSB
 - Good comparable policies can be obtained from YRL
 - Collections & Resource sharing – can contact YRL for purchasing, significant discounts. Pre-orders can be done (popular authors). Books will arrive ready to go from YRL. Processing on our end will not be needed. Collections line can go to YRL for YRL to purchase as needed. (Full allotment can be spent). YRL provides lists of what will be coming. Can do bill direct if more allotment funds are available. Can be split with books/eBooks/movies, video games. Potential for copies purchased from Amazon to be pirated. Reporting is provided in regards to the allotment, what is left/spent etc.
 - Collection development tool from YRL- states what's new/hot etc. for pre-orders
 - Library Development Services – workshops, training, consulting, support. Training for staff. Conflict, trauma informed care, critical incident debriefing, Homeless Academy. Paid for by YRL. Trauma support available after incidents/issues.
 - Newsletter on regards to training, etc.
 - Orientation for new manager for library specific training will be provided by YRL
 - Can recommend consultants who can come in to do an organizational review
 - Tech services, network hardware, website, etc.
 - YRL – not for profit society. Combo of municipal funds and operating grant from the province.
 - WPL's collection is potentially low – presently bringing in a lot of materials from other libraries - YRL can help assess our collection.
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3. Library Management Structure
 - See Committee Reports, section 3
 4. Financial Report – Paul will facilitate setting up a meeting with finance @ city
 1. Kathy moves to accept as information
 5. Committee Appointments
 - Laura – new secretary
 - Thoughts for next meeting on a new YRL rep
 - Von joins the personnel committee
 - Heidi – joins the policy committee
 - Malora – Friends rep
 1. Explore Fundraising committee approaching County, other organizations – motion for next meeting

5. Committee Reports

1. Finance Committee (Sandra)
 - 2024 Budget
 1. Stats for magazine subscriptions
 2. Add furniture replacement line
 3. Dean asks about County presentation/reporting
 4. \$50,00 from county is not a result of the ICF
 5. Total grant county is getting next year is \$71,000
 6. Paul will talk to Sue about postponing Library's presentation to council
2. Personnel Committee (Andrea/Kathy)
 - Restructuring of Library Management
 - Send the proposed job description for the new Director position to Karla @ YRL
 - Once back, Andrea to make and needed adjustments and send to the board to vote on
 - Acting manager – Kathy
 - Two candidates – resume from both
 - Questions were provided to the leading candidate, responses were provided. Responses were favourable, good people skills, relevant skills which could transfer to the position.
 - Dean motions to go in camera
 - Dean motions to come out of camera
 - Dean moves to direct the personnel committee to offer the interim management position to the recommended candidate
 - Heidi motions that interim manager is paid at rate discussed in closed session
3. Plan of Service/Policy Committee (Kathy)
 - New Plan of Service was to be done for this year, notice was late, board was postponing to the fall. Kathy reached out to Karla @ YRL as to who to contact. Was advised a one year plan could be completed with slight changes.
 - Kathy will bring back template for one year plan of service to next meeting. February 2024 will be when three year plan will be started

7. In-camera (if required)

8. Next meeting date: October 17, 2023

9. Adjournment - Kathy adjourns at 8:46 PM