

**WETASKIWIN PUBLIC LIBRARY
REGULAR BOARD MEETING**

DATE: February 19, 2019
TIME: 4:46 PM
LOCATION: Wetaskiwin Public Library
CHAIRPERSON: Bill Elliot
Present: Christine Hutchinson, Rachelle Kuzyk, Justin Cuffe, Michelle Loov, Bill Elliot, Pamela Ganske, Lindsay Urkow, Timothy Bolivar, Hazen Evenson, Cindy Voyde-Vye, Sara-Dawn Taylor

Excused: Dean Billingsley
Absent:

1. Approval of Agenda

Evenson moved that agenda be approved. Motion carried.

2. Approval of January 15th, 2019 meeting minutes

Ganske moved that minutes be approved. Motion carried.

3. Introductions

3.1. New Trustees

Went around table and introduced new and returning members to the board. Sara-Dawn Taylor, Cindy Voyde-Vye, and Hazen Evenson

3.2. Rachel Knudsen

Has been with the city for 8 years and is the sole employee of the Wetaskiwin Archives. Knudsen printed out a Q&A sheet and handed it out to all the board members. It helps explain the importance of the history in the area
Bolivar asks if the board is now also a board of the archives.
Kuzyk responds that this is being looked into. She has to sit down with Sue Howard (Current acting City Manager) to discuss the relationship that the board will have with the archives.
Bolivar suggests that the board have a tour of the archives
Kuzyk agrees and suggest that we even hold a board meeting at the archives. Kuzyk also mentions that since Knudsen works alone, she has been having a library staff member working with Knudsen on days that the archives is open to the public.

4. In Camera (Special Session)

Kuzyk and Hutchinson leave before session begins.

In camera at 5:54 PM

Evenson moved to go out of camera at 6:18 PM

Bolivar moved that changes discussed in camera be carried out. Motion approved.

5. Old Business

5.1. Bank Accounts

Various banks around the city of Wetaskiwin were reviewed for their fees. ATB was the only one who was free and had minimal fees. Urkow inquired about who the City banks with and suggest that it should be different from what we choose. The city banks with BMO so if we choose ATB that would be fine. Organizational meeting will be in March.
Evenson moved that we receive this as information. Motion carried.

6. New Business

6.1. Incorporation

Kuzyk is wondering if the board has been incorporated. Evenson says we should be able to do corporate search to find the number.

Action Item: Evenson will get the number and send it to Kuzyk

6.2. County libraries

The county has a population larger than 10,000 they want to consider a county library board. The county currently gives the Wetaskiwin Public library \$45000. The money that the county receives is split between 5 libraries (Millet, Wetaskiwin, Pigeon Lake, Alder Flats and Winfield). County may need a working board but it will be up to municipal affairs to dictate this. County libraries in the area have volunteers and Friends groups running libraries and they are running into deficiencies, they can't afford a full-time librarian. The province will direct the county and then we will find out more information. Our current county rep is Lindsay Urkow.

Elliot and Kuzyk emailed PLS about Parkland taking over Maskwacis, we are still waiting for a response and waiting on YRL for statistics.

6.3. Minister's Awards

We have letters of support for the outreach program at Pê Sâkâstêw Centre.

Urkow accepts (6.1 – 6.3) as information. Motion carried.

7. Committee reports

7.1. Committee Appointment

Finance Committee: Timothy Bolivar, Pamala Ganske, Dean Billingsley, Bill Elliot
Plan of Service/Policy Committee: Justin Cuffe, Hazen Evenson, Cindy Voyde-Vye
Public Relations/Fundraising/Ad Hoc: Michelle Loov, Lindsay Urkow, Hazen Evenson, and Sara-dawn Taylor

Bolivar moves to accept the committee appointment as presented. Motion carried.

7.2. Finance Committee

Nothing to report

7.3. Plan of Service/ Policy Committee (Cuffe)

7.3.1. Policy Review/Approval

Bolivar asks about whistle-blowing policy. Kuzyk suggests we compare to the city policy and points out that we have a policy that states city policy can guide actions of the library in the case that a policy is not in place. Kuzyk notes that there are schedules missing from the policy that are referred to, so we need to find/create those and include them. There are still formatting issues that need to be solved as well.

Cuffe moves to table the approval of the policy to make suggested changes. Motion carried.

7.4. Public Relations/Fundraising Committee

7.4.1. Update from Friends of the Library

Friends voted to use casino money to purchase new children's computers as the current ones are out of date. Along with the new computers a new children's computer use policy should be put in place regarding parents watching their children. Headphones will no longer be left at the computers and can be borrowed at the front desk to try and make the life of the headphones last longer.

Elliot brought up a concern about headlice. Hutchinson informed board that the library has lice bags for the headphones to be placed in. If the headphones are loanable this will make the use of the lice bags more frequent as they could be stored in these bags when not in use. The Friends came up with fundraiser ideas: community cookbook and calendar that can be done with the Archives, outdoor movie, antique car show, silent auction.

Questions about the Civic Building (archives is located here) being a temporary homeless shelter came up. Wondering how this impacts the archives and how it might impact future collaboration/programming in the building? How safe are staff when they are over there? The cold snap that happened really help move funding for the shelter along, so kinks are still being worked out and security still hasn't been fully developed but there hasn't been

any incidents thus far. The shelter is temporary until April. Hot meals are an issue as the building does not have a commercial kitchen, so health regulations prevent hot food from being served.

7.5. YRL Board Report

Nothing to report

8. Manager of Library Services Report (Kuzyk)

See handout.

The library is currently running on a contingency budget still. The City has eliminated 10 positions across city departments, since the library is somewhat independent no positions from the library were cut. Sue Howard is the current acting City Manager. The archives is a work in progress and because of some records that remain in limbo from the city there may be a Human Resources impact of records management.

Hutchinson update: Held birthday fundraiser over the past two weeks and raised \$525 for the library board to put towards the Sponsor a Senior program.

9. Correspondence

10. Parking Lot

11. In-Camera

12. Next meeting date: March 19, 2019

13. Adjournment

Meeting adjourned at 6:10 PM. Motion carried.

Chairman: Bill Elliot

Recording Secretary: Christine Hutchinson

Date: February 19, 2019