

**WETASKIWIN PUBLIC LIBRARY  
ANNUAL ORGANIZATIONAL MEETING**

DATE: January 16<sup>th</sup>, 2018  
TIME: 4:30  
LOCATION: Wetaskiwin Public Library  
CHAIRPERSON: Jeff Harper  
Present: Rachelle Kuzyk, Christine Hutchinson, Bill Elliot, Justine Cuffe, Deb Lenz,  
Michelle Loov, Patricia MacQuarrie, Jeff Harper, Pamela Ganske  
  
Excused: Lindsay Urkow, Timothy Bolivar  
Absent:

Harper called the meeting to order at 4:28 PM

**1.1 Approval of Agenda**

Lentz moved that the agenda be approved  
Motion carried

**1.2 Introductions**

- 1.1. Bill Elliot
- 1.2. Justin Cuffe
- 1.3. Christine Hutchinson

**1.3 Appointment of Chair**

MaQuarrie nominates Elliot as chair. Elliot consented. Motion carried

**1.4 Appointment of Vice-Chair**

Harper continue as vice chair. Motion carried.

**1.5 Appointment of Secretary**

Kuzyk recommends Hutchinson as secretary. Motion carried.

**1.6 Setting times and date**

Meetings will continue on the third Tuesday of the Month at 4:45 PM

**1.7 Annual calendar of important dates**

**1.7.1 Meeting Dates**

Third Tuesday of the month

**1.7.2 Annual Performance Review for Manager of Library Services**

October

**1.7.3 Finance Committee Schedule**

Meetings once per quarter: April 10<sup>th</sup>, June 12<sup>th</sup>, October 9<sup>th</sup> and Year End Meeting  
TBD.

**1.7.4 Board and Staff Christmas Event**

December TBA

**1.7.5 Any known professional development opportunities**

- ALC Jasper conference, last weekend in April : Elliot and Harper expressed interested in attending
- YRL day conference in Edmonton, September
- PNLA conference in Montana, August
- ALA conference in New Orleans, June 21-26

**1.8 Introduction to Online Resources and digital board manuals**

New members given digital board manuals

**1.9 Committee Appointment**

**1.9.1 Finance Committee**

Patricia MacQuarrie, Pamela Gankse, Bill Elliot

**1.9.2 Plan of Service/Policies**

Justin Cuffe, Patricia MacQuarrie, Bill Elliot

**1.9.3 Friends of the Library**

Michelle Loov

**1.10 Conference Attendance Appointment**

**1.11 Trustee Bio Request and Contact Information Form**

New trustees prepare bio and provide to Rachelle, it will be placed on the library website

**1.12 Adjournment of Organizational Meeting**

Harper moves to adjourn meeting at 4:46 PM. Motion Carried

Chairman: Jeff Harper

Recording Secretary: Christine Hutchinson

Date: January 17, 2018

**WETASKIWIN PUBLIC LIBRARY  
REGULAR BOARD MEETING**

DATE: January 16<sup>th</sup>, 2018  
TIME: 4:47 PM  
LOCATION: Wetaskiwin Public Library  
CHAIRPERSON: Bill Elliot  
Present: Rachelle Kuzyk, Christine Hutchinson, Bill Elliot, Justine Cuffe, Deb Lenz,  
Michelle Loov, Patricia MacQuarrie, Jeff Harper, Pamela Ganske  
  
Excused: Lindsay Urkow, Timothy Bolivar

Elliot called meeting to order at 4:47 PM

**1. Introductions**

Completed at organizational meeting

**2. Approval of Agenda**

Lentz moved that agenda be approved. Motion carried.

**3. Approval of minutes of November 21<sup>st</sup>, 2017 meeting**

Harper moved that the minutes be approved. Motion carried.

**4. Old Business**

**4.1. Maskwacis book drop**

Box has been delivered to the library, the box will be placed at the Mall in Maskwacis by the end of January. Harper volunteered to take the drop box to the mall for placement.

**4.2. Action Plan**

Table. Ganske moves that action plan is reviewed at Feb 20<sup>th</sup> meeting. Motion carried.

**4.3. New Budget**

MacQuarrie updated group on the budget

**4.4. Playground**

Kuzyk updated group about playground project and will keep group updated as installation date in the spring nears

**5. New Business**

**5.1 Ralph Tarnasky Resignation**

Lentz moves to accept Ralph Tarnasky's resignation. Motion Carried.

**6. Committee Reports**

**6.1. Finance Committee (Harper)**

No report

Next meeting:

**6.2. Plan of Service/ policies Committee (MacQuarrie)**

No report

Next meeting:

**6.3. Public Relations/Fundraising Committee**

Loov is meeting with Kat MacCallum on January 17 about Graphic Novel Fundraiser to be held at the library

Next meeting:

**7. Manager's Report**

Rachelle introduced new managers report layout with new staff notes section. MacQuarrie moves to approve new layout. Motion carried.

**8. Correspondence**

**9. Parking Lot**

Budget

**10. In-Camera**

Loov moved that the board move in camera at 5:14 PM. Motion carried.

Lentz moved that the board move out of camera at 5:26 PM. Motion carried.

**11. Next meeting date: February 20<sup>th</sup>, 2018 at 4:45 PM**

**12. Adjournment**

Elliot adjourned meeting at 5:27 PM

Chairman: Bill Elliot

Recording Secretary: Christine Hutchinson

Date: January 17, 2018