

**WETASKIWIN PUBLIC LIBRARY
REGULAR BOARD MEETING**

DATE: May 15th, 2018
TIME: 4:45 PM
LOCATION: Wetaskiwin Public Library
CHAIRPERSON: Bill Elliot
Present: Lindsay Urkow, Michelle Loov, Deb Lentz, Christine Hutchinson, Rachelle Kuzyk, Patricia MacQuarrie, Justin Cuffe, Timothy Bolivar, Bill Elliot

Excused: Pamala Ganske, Jeff Harper
Absent:

1. Approval of Agenda

MacQuarrie moved that agenda be approved. Motion carried.

2. Approval of April 24th, 2018 meeting minutes

Correction to misspelled names and fine adjustment in table. Cuffe moved that corrections be made and minutes be approved. Motion carried.

3. Old Business

3.1. Outdoor Space

The picture of the playground was emailed to all board members. There is a balance of \$19000.00 remaining on the playground, ATT Play will defer the payment until Jan 1, 2019. This payment could be paid this year in September/October from fundraising event if it is going to be in the 2018 pay cycle or January 1st for the 2019 pay cycle. Sue from infrastructure took a look at the space and said there would be no issue with the fence running from building to building. The cost of fencing is approximately \$5000-\$7500. Left over money from fundraiser could possibly cover this.

Since ATT Play cannot install one of their playgrounds due to flooding they asked if they could start our playground installation sooner, Rachelle will contact Sue and see if this is possible.

Board brought up questions about security and lighting of the playground, these concerns will be addressed more thoroughly at a later date.

3.2. Air Quality

The full clean-up of the air handlers and system happened on Sunday, May the 13th. Since this time staff has noticed an improvement to their breathing and allergies. A lot of soot was found in the system, it is believed to be from some of the building fires in close proximity to the library. A clean up of the system should happen every 3 years to maintain longevity of the system and health of staff and patrons.

3.3. Follow Up Letters

Follow up letters were created by Rachelle and Bill and sent to patron with noise complaint and Parkland Regional Library contact.

4. New Business

4.1. Patron Complaint

Email was sent to Rachelle from disgruntled patron about a situation that had happened over six months ago.

It was decided that a response would be sent that did not include an apology, but would say she is welcome to the library with the expectation that she treats staff with mutual respect and dignity. In the response we will also let the patron know we consider this matter closed.

5. Committee reports**5.1. Finance Committee**

Nothing to report.

5.2. Plan of Service/ Policy Committee

Patricia and Justin thoroughly went over Policy Manual 1100 and 1200 with the board. They are consolidating the current documents into one file with four sections and when finished will repeal and replace the current policy documents with the plan to have one section reviewed each year.

Take the parking lot section out of the agenda since it is not used.

As policies were reviewed, board members made changes and suggestions. Patricia and Justin will make the changes and bring the updated 1100 and 1200 policy manual to the Board at a future meeting.

6. Manager of Library Services Report (Kuzyk ~ attached)

There were no questions about the Managers Report

7. Correspondence**8. Parking Lot****9. In-Camera****10. Next meeting date: June 12th, 2018 4:45 PM****11. Adjournment**

Loov motions to adjourn meeting at 7:45 PM. Motion carried.

Chairman: Bill Elliot

Recording Secretary: Christine Hutchinson

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