

# Organizational Board Meeting

City of Wetaskiwin Library Board

January 23, 2024

5:15 PM ~ Library meeting room

In attendance: Christine Hutchinson, Brenda Schmidt, Kathy Stephanson, Laura White, Paul Edginton, Joe Branco, Heidi McFadzean

Absent – Maxwell Roberts, Malora Clayton, Von St.Martin, Bill Elliot

Call to Order 5:19 pm

Introduction of Board Members

Recruitment of board members

Three Vacant positions – city will be posting

- Sandra Kim and Andrea Sandl board terms concluded – City has not extended the term.
- City will be improving their process for filling board positions but anticipate a few months before postings are filled.
- City will publish posting by end of this week and run for 14 days. Library board will vet applicants and suggest slate of candidates for council to appoint.

Appointments

Chair: Laura nominated Kathy, Heidi=2<sup>nd</sup>, Kathy accepted, Laura made motion to appoint Kathy to position of Chair, Heidi=2<sup>nd</sup>, Motion passed.

Vice Chair: Kathy moved that Heidi be appointed to Vice Chair, Joe=2<sup>nd</sup>, motion passed.

Secretary: Heidi moved that Laura be appointed as secretary, Joe=2<sup>nd</sup>, motion passed.

Treasurer: Heidi moved that we table the appointment of treasurer position, Laura = 2<sup>nd</sup>, motion passed.

Joe moved that committee appointments be tabled until February meeting. Heidi=2<sup>nd</sup>, motion passed

## Summary of Appointments for 2024

Chair: Kathy Stephanson

Vice Chair: Heidi McFadzean

Secretary: Laura White

Treasurer: to be determined

Committees: to be determined

Future meetings and dates:

Kathy, moved that the board continue to hold meetings on the 2<sup>nd</sup> Tuesday of the months starting at 5:15pm. Heidi=2<sup>nd</sup>, motion passed.

Annual Calendar

- Christine will confirm city closure dates and consider library alignment for consideration at a future meeting. (Dayforce coordination)
- Christine will develop a board calendar to ensure board initiatives are anticipated (budget, plan of service deadlines, etc.)
- Library director performance review will be completed by June 11<sup>th</sup> for review at June board meeting.
- Board/Staff event: PR committee to create this event – new business for Feb meeting
- Professional Development: Director would like to have WPL staff attend a PD day with YRL = 1 day closure – later in the year. Board is supportive of the idea. Christine will bring back a date at a future meeting and clarify around what will be requested of YRL.

Board Resource/Manuals

PLSB – Christine and Kathy will bring further info around board organization/ governance professional development. Possibly invite neighboring library boards.

Adjourn 6:08pm – Joe moved, Heidi=2<sup>nd</sup>, passed