

## Library Board Meeting

**Mar 21, 2023**

**In-Person:** Andrea Sandl, Dean Billingsley, Gabrielle Blatz, Paul Edginton, Petra Faddoul

**Absent:** Sandra Kim, Svea Beson

Welcome

I. Andrea calls meeting to order at 5:17pm

II. Agenda Approval

- Fire Extinguishers/First Aid Replenishing
- Board Applications
- In Camera items
- Dean moves to approve amended agenda. Passed

III. Consent Agenda

- Gabrielle moves to approve February minutes. Passed
- Mark Dunbar resignation
  - Andrea updates Board on Mark's resignation
- County library allocation
  - Kathy asks questions regarding County Grant, discussion.
- Plan of Service Committee
  - Kathy presents information on beginning the Library's new Plan of Service for January 2024
  - Discussion on whether this should be begun immediately or upon assignment of new Board members and how long should be spent on such
  - Kathy will return with information
  - Dean moves to accept this as information. Andrea approves motion
- Monthly financials from February
  - Discussion of February Trial balance
  - Paul will meet with Svea and the CFO to discuss City portal for financials and how to access more detailed information on finances
  - Dean moves to accept financial report as presented. Passed

IV. New Business

- Fire Extinguishers and First Aid replenishing
  - Discussion about who pays for fire extinguishers
  - Paul states that the fire extinguishers are provided as part of the building lease but first aid is the Library's responsibility as per legislation
  - Discussion on City providing the Library with Operational Health and Safety support, but the Board should take the lead on this
  - Kathy wants to ensure Library is prepared for an audit as this could impact the City's standing with the Worker's Compensation Board
  - Kathy moves to accept as information. Passed
- Board Applications

- Paul shares that there are 7 applicants for the Library Board. The Board is entitled up to 10 Members with 2 County representatives and 2 Councilors.

V. Kathy moves to accept Manager's Report as presented

- Petra shares Librarian's report. Discussion regarding details about a submitted grant application for the Library.
- Dean moves to accept as information. Passed

VI. Gabrielle motions to move to in-camera at 6:10pm. Passed

- Dean motions to move out-of-camera at 6:48pm. Passed
- Dean moves to request that Administration contact Bylaw regarding potential trespassing order. Passed

Andrea adjourns meeting at 6:55pm

Next meeting date: Apr 18, 2023