

Library Board Meeting
November 16, 2021, at 5:15 PM
Virtual Meeting

Attendees: Christine Hutchinson, Svea Beson, Dean Billingsley, Sandra Kim, Andrea Sandl, Tim Bolivar, Paul Edginton, Vicki Weimer

Away with regrets: Bill Elliot

Not present: Gabrielle Blatz, Hazen Evenson

1. Call to order 5:15 PM
2. Agenda Approval

Dean Billingsley motions to approve agenda. All in favor. Motion approved.

3. Consent Agenda
 - 3.1. Approval of September minutes
 - 3.2. Committee Reports
 - 3.3. Update of policies – HR, Complaints, Abuse of Staff and Pandemic
 - 3.3.1. Committee is currently working through the policies, nothing to report.

Dean Billingsley motions to approve consent agenda. All in favor. Motion approved.

4. Business Arising
 - 4.1. Security Cameras
 - 4.1.1. In the past some cameras were installed by Svea and Rachelle. They have been inadequate with everything that continues to happen and have many blind spots. Svea has received a quote from Wilfs for \$8700 for the installation of 12 cameras. No monthly fee, onetime payment. Two more quotes will be requested.
 - 4.1.2. Purpose of security cameras is the feeling of security and safety for staff and patrons, security for materials, YA section is unsecure, we have had a lot of personal property stolen (car, bikes, cell phones) and a lot of library owned items (books, DVDs, wagon, tent, laptop, etc.), help identify problem patrons.
 - 4.1.3. Contact Wetaskiwin Telephone for a quote.
 - 4.1.4. As this is a higher cost item this may be considered a capital project, Svea will get three quotes, come back to board, and submit as information. A decision will be made.

5. New Business

6. Manager's Report - Svea
 - 6.1. Library has been quiet.
 - 6.2. Received notice from municipal affairs that our charitable status will not be renewed because we do not have filing done yet. They have extended our deadline to the end of December. Financials should be done ASAP.
 - 6.3. Insurance questionnaire to be done. Added directors' insurance so there is an increase in the cost of insurance.

- 6.4. Tentative budget has been made but is not due until spring. Svea is aware that the City is trying to keep costs down, but all costs have been going up this past year. We will have to ask for a small increase.
- 6.5. We cannot implement the REP as we are considered essential. All staff are vaccinated, and all staff wear masks when out with the public. We are keeping an eye on numbers in Wetaskiwin and the county.
 - 6.5.1. Question: Can you do the REP for in library programming (ie if you wanted to do an in person program) or is everything offered by the library considered essential?
 - 6.5.1.1. We will look into this and ask PLSB and YRL to see what they say.
- 6.6. Dean and Gabby are our council reps, Bill will remain as a member at large.
- 6.7. Needs assessment to be done in the new year, waiting to hear back from Karla at YRL.
- 6.8. Looking for new board members, let council know we are looking.

7. Librarian's Report - Christine

- 7.1. See attached document - Librarian Update Nov 2021
- 7.2. Board members, please follow us on social media, share our posts, and advocate for the library. We want to reach as many community members as possible.

Dean motions to accept Manager and Librarian reports as information. All in favor. Motion approved.

8. Finance Committee Report - Tim

- 8.1. Budget numbers were incorrect. Finance committee will discuss and get revised. Reviewing 2021 so that they can be submitted to the City. We have no 2021 financial information from the City, they met with Allen and David they are getting the finances straightened out for us.

Sandra motions to accept finance report as information. All in favor. Motion carried.

9. In Camera (if required)

10. Action Items

11. Next meeting date: January 18, 2022, at 5:15 PM

12. Adjournment 5:43 PM

Andrea motions for meeting adjournment. All in favor. Motion passed.

Meeting Chair: Tim Bolivar

Recording Secretary: Christine Hutchinson