

Regular Board Meeting

City of Wetaskiwin Library Board

November 21, 2023

5:15 PM ~ Library meeting room

In attendance: Andrea Sandl, Brenda Schmidt, Kathy Stephanson, Malora Clayton, Laura White, Von St.Martin, Paul Edginton, Joe Branco, Bill Elliot; virtual attendance: Heidi McFadzean

Absent – Maxwell Roberts, Sandra Kim

Call to Order 5:20pm

Approval of Agenda - motion by Kathy - passed

New Business

1. Introduction of new city council representatives: Joe Branco and Bill Elliot
2. Lease renewal: 1 yr extension has been negotiated to end of Dec 2024.
3. MOU: Kathy researching MOUs that other libraries have with their municipalities.
4. Financial Report: interim tracking being done by Brenda until we have a permanent manager and further instruction/support from city finance department and potentially outside financial and recording keeping services.
5. Correspondence: Waiting for audited financial numbers in order to complete grant application. Paul said city is close to completion of 2022 year end. Annual return: last year not complete; waiting for 2022 yr end financials
6. YRL Allotment: it is ok to send large amount requests, needs to accompanied with check. E-books can be included in allotment. Kathy moves that we send \$20k to YRL for the purchase of resources via an invoice from YRL – passed.
7. October Minutes: Kathy will send a copy of the Plan of Service to new city reps. Andrea will send a copy of the job description that was developed.
8. Training: Laura moved that 1st aid training be provided to all staff by Fuller 1st Aid. – passed.
9. Paper membership: Laura move that WPL destroys existing paper memberships and discontinues the practise. – passed.

Committee Reports

- Manager's report presented by Brenda.
- Plan of Service Basics: Kathy presented a summary of the presentation from the Board Basics workshop she attended in Drayton Valley. It is recommended to have PLRS present to us sometime in 2024.

In-camera– Kathy moved to go in camera
– Laura moved to come out of camera

Next meeting date: January 16, 2024

Adjournment 7:15pm