

**WETASKIWIN PUBLIC LIBRARY
REGULAR BOARD MEETING**

DATE: September 18, 2018
TIME: 4:55 PM
LOCATION: Wetaskiwin Public Library
CHAIRPERSON: Bill Elliot
Present: Christine Hutchinson, Rachele Kuzyk, Patricia MacQuarrie, Justin Cuffe, Michelle Loov, Timothy Bolivar, Bill Elliot, Pamela Ganske

Excused: Jeff Harper, Lindsay Urkow
Absent:

1. Approval of Agenda

Loov moved that agenda be approved. Motion carried

2. Approval of June 12, 2018 meeting minutes

MacQuarrie moved that minutes be approved. Motion carried

3. Old Business

3.1. ALA conference Reports

Rachele will email the package out to everyone with all the reports from Rachele, Svea, Lindsay and Melanie. Rachele mentioned the panel style at the conference was less effective than having an individual speaker as it felt as though the panel was talking amongst themselves rather than to everyone. Graphic Novels were a big topic. Michelle Obama was a speaker and was incredible. Rachele attended a session on integrating yoga in kids programming that she thought was neat.

4. New Business

4.1. Resignation – Lentz

Loov moves to accept Lentz resignation. Motion carried

4.2. Manager Evaluation

The evaluation is due November 15th.

The chair and one individual from the board will conduct evaluation

Cuffe volunteers to evaluate, Ganske moves to accept, motion carried.

Rachele received new evaluation forms from the city, she will email the old and new evaluation forms to the board and the board can select which forms they prefer to use.

4.3. YRL Representative

A new YRL representative needs to be appointed by the city in October, Bill is interested in this role.

5. Committee reports

5.1. Finance Committee

We will wait for Jeff's return for finance report.

Timothy asked about the GST situation. Patricia explained that the library pays the cost and the city pays GST. Rachele is certain the library is paying GST, she will look in to this further

5.2. Plan of Service/ Policy Committee

Patricia sent out the second to last policy package, this one was in relation to the building.

The board reviewed changes to policy package 1300 and one change to 1200. Reviewed: Library hours, holiday closures, meeting room and equipment rental, exhibits, soliciting, computer and internet usage and deemed lost items.

Rachelle recommended that staff look at the computer and internet usage policy to make sure it aligns with the way we have been doing things.

Discussed how the playground will operate. Since the playground is on city owned land the playground should function like any other park that is on city land and it should be part of their insurance. Rachelle will look in to this and make sure this is correct.

Concerns about marijuana policy were brought forward. Patricia said we would be following city policy. When Rachelle went to the "Marijuana in the workplace" seminar they explained that marijuana should be treated no differently than alcohol.

Bolivar moves to accept the changes to the policies. Motion carried.

All legislation is now in the policy, gaps need to be filled and loose ends need to be captured in the right spot of the new policy packages. The old policies will be repealed, and the new policies will replace them. Rachelle suggests thoroughly updating electronic files to have the newest version of the policies available so that there are no miscommunications in the future with old policy.

Bolivar moves to accept. Motion carried

5.3. Public Relations/Fundraising Committee

No Report

6. Manager of Library Services Report (Kuzyk)

Report was emailed out. Rachelle completed Indigenous grant application. Sarah Lightning and Bill have been visiting the inmates and have issued 29 cards so far, out of 60 inmates. Sarah will be visiting on a regular basis. Once inmates are released they will be able to come to the library and have their accounts modified to a standard patron account and be updated with current contact information. Sarah has also been approved to attend the Indigenous mental health first aid training in October.

7. Correspondence

8. Parking Lot

9. In-Camera

10. Next meeting date: October 16, 2018

11. Adjournment

Elliot motions to adjourn meeting at 6:15 PM. Motion carried.

Chairman: Bill Elliot

Recording Secretary: Christine Hutchinson

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