



ATTENDEES:

Board: Amanda MacPherson (Chair), Corinna Pirie, Naomi Christensen, Shazia Mughal, Carla White, Jane Stroud (via teleconference)

Staff: Melissa Flett, Andrea Lee-Campbell

Regrets: Jim Proudfoot, Jennifer Kennett, Roy Amalu

1. CALL TO ORDER: By A. MacPherson at 6:04 p.m.

2. APPROVAL OF AGENDA:

M. Flett requested to add an item 5.4; Rainbow Space Certification

MOTION 20 02 19 01: to accept the agenda as amended by N. Christensen/ C. Pirie
CARRIED

3. APPROVAL OF MINUTES OF JANUARY 16, 2019

MOTION 20 02 19 02: By C. Pirie/ N. Christensen
CARRIED

4. BUSINESS CARRIED FORWARD

4.1 Exam Proctoring

M. Flett put forth the recommendation that the Wood Buffalo Regional Library create a new position; including job description for exam proctoring for a one-year term for Board approval; and to adjust the cost of exam proctoring from \$120.00 per exam to \$75.00 per exam for library members and \$100.00 per exam for non-members.

Board discussed.

MOTION 20 02 19 03: to accept the recommendation as is and to review at three months after the date of hire for the option of having/ starting an exam pass made by C. Pirie/ C. White
CARRIED

5. NEW BUSINESS/ITEMS FOR DISCUSSION

5.1 Personnel Policies

M. Flett recommended that the board approve the following policy:

- *Personnel Policy: Human Resources*

M. Flett recommended that the board rescind the following policies as they are covered by the Collective Agreement between the Library and CUPE 2157 and are no longer required:

- *Personnel Policy: Grievances*
- *Personnel Policy: Working Hours*

- *Personnel Policy: Progressive Discipline*
- *Personnel Policy: Statutory Holidays*
- *Personnel Policy: Vacations*
- *Personnel Policy: Sick Leave*
- *Personnel Policy: Lieu Time*
- *Personnel Policy: Maternity and Parental Leave*
- *Personnel Policy: Compassionate Leave*
- *Personnel Policy: Jury Duty and Court Appearances*
- *Personnel Policy: Leave of Absence without Pay*

MOTION 20 02 19 04: to rescind the above policies by C. White/ N. Christensen
CARRIED

MOTION 20 02 19 05: to approve the Human Resources policy by C. Pirie/ C. White
CARRIED

5.2 2018 Year End Statistics

M. Flett presented the board with the 2018 year-end statistics for review. The board has to approve the final numbers in order for the Library to receive provincial funding.

Board reviewed.

J. Stroud information is included on the electronic copy.
 C. White and S. Mughal need to update email addresses.

MOTION 20 02 19 06: to accept the year-end statistics as amended by N. Christensen/ C. Pirie
CARRIED

5.3 Transfer of Reserves for Year End 2018

The Library is currently completing the 2018 audit and the board is expected to receive draft financial statements for the March meeting. According to financial policy 6.4 Reserves Policy, all movements in the internally restricted reserves require approval by the Board.

MOTION 20 02 19 07: that the Regional Municipality of Wood Buffalo Library Board approve the net transfer of \$83,064.00 from the carry forward reserve for expenses occurred in 2018 for a year-end balance of \$486,038.00 by C. White/ C. Pirie.
CARRIED

MOTION 20 02 19 08: that the Regional Municipality of Wood Buffalo Library Board approve the net transfer of \$16,468.00 into the Operating Reserve to increase for a year-end balance of \$516,268.00 by C. Pirie/ N. Christensen.
CARRIED

MOTION 20 02 19 09: that the Regional Municipality of Wood Buffalo Library Board approve the transfer of \$113,658.00 into the IT Reserve for a year-end balance of \$216,334.00 by C. White/ N. Christensen.
CARRIED

MOTION 20 02 19 10: that the Regional Municipality of Wood Buffalo Library Board approve the net transfer of \$57,577.00 into the General Capital Reserve for a year-end balance of \$242,339.00 by C. Pirie/ S. Mughal
CARRIED

5.4 Rainbow Space Certification

Pride YMM's Rainbow Space initiative promotes and fosters safer and more inclusive spaces, organizations, and businesses for LGBTQ+ individuals in Wood Buffalo. Organizations and businesses that take specific steps outlined by the initiative receive a "Rainbow Spaces" designation and public recognition for their commitment to LGBTQ+ inclusion. Organizations must take at least three of the four guidelines to receive recognition and the Library has formed a Rainbow Space Committee to assist. The four guidelines include:

- Client and employee forms use gender inclusive language
- Single stall washroom are gender inclusive/ gender neutral and individuals are free to use the washroom that best suits their gender identity and/ or gender expression
- Staff have taken training on LGBTQ+ terms, human rights, and inclusive practices
- Anti-discrimination policy specifically lists sexual orientation, gender identity, and gender expression as protected grounds

MOTION: 20 02 19 11: to move forward with the recommendations and four guidelines to making the Library a certified Rainbow Space by C. White/ C. Pirie.

CARRIED

6. REPORTS

6.1 Director's Report

M. Flett asked if there were any questions about the Director's report.
Board reviewed and had no comments.

7. AROUND THE TABLE

S. Mughal enjoyed the Anzac mini library while she was there with her kid's hockey over the weekend.
C. White will be absent for the March meeting as she will be on vacation.
M. Flett mentioned we had 165 applicants for our Words in Motion this year.
A. MacPherson reminded everyone that winter play is this weekend.

8. NEXT MEETING: March 20, 2019 at 6:00 p.m.

9. ADJOURNMENT

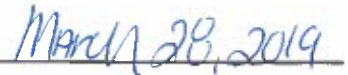
MOTION 20 02 19 12: by S. Mughal/ C. Pirie at 7:09 p.m.

CARRIED

Signature: _____


Board Chairperson

Date: _____



Signature: _____


Library Director

Date: _____

