



ATTENDEES:

- Board:** Corinna Pirie, Amanda MacPherson (Chair), Naomi Christensen, Jennifer Kennett, Carla White, Jane Stroud, Shazia Mughal
- Staff:** Melissa Flett (Director), Andrea Lee-Campbell, Shauna Darbyshire
- Other:** Jen Anderson – Manager, Public Library Grants
Collette Poitras – Manager, Indigenous Public Library Outreach; Public Library Services Branch
- Regrets:** Jim Proudfoot, Roy Amalu
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1. **CALL TO ORDER:** By A. MacPherson at 6:10 p.m.

2. **APPROVAL OF AGENDA:**

MOTION 16 01 19 01: By C. White/ N. Christensen
CARRIED

3. **APPROVAL OF MINUTES OF**

November 21, 2018 and December 14 RMWB Special Meeting

MOTION 16 01 19 02: By J, Kennett/ C. Pirie
CARRIED

Welcome Jane Stroud to the Board!

4. **PUBLIC PRESENTATION**

4.1 Public Library Services Branch Board Orientation (approximately 1.5 hours)

Jen Anderson and Collette Poitras from the Public Library Services Branch presented to the board a condensed workshop of Board Basics.

N. Christensen left the meeting at 7:00 p.m.

S. Darbyshire joined the meeting at 7:20 p.m.

5. **ORGANIZATIONAL MEETING**

As per the Board Governance Policies, the board held the annual organizational meeting in January of each year about annual Council Board appointments.

5.1 Board Elections

5.1.01 Election of Chair

M. Flett called for nominations from the floor for the position of Library Board Chair.

C. Pirie nominated Amanda MacPherson for Chair seconded by C. White; accepted. No further nominations. A. MacPherson declared Board Chair by acclamation.

5.1.02 Election of Vice Chair

A. Macpherson called for nominations from the floor for the position of Library Board Vice Chair.
C. White nominated Corinna Pirie for Vice Chair seconded by J. Kennett; accepted. No further nominations. C. Pirie declared Board Vice Chair by acclamation.

5.1.03 Election of Signing Authority

A. MacPherson called to the floor for the position of signing authority.
C. Pirie nominated Carla White for signing authority seconded by J. Kennett; accepted. No further nominations. Declared signing authority by acclamation.

5.1.04 Financial and Legal Committee

The following appointments were made for the Financial and Legal Committee: Jim Proudfoot, Shazia Mughal, Corinna Pirie, and Amanda MacPherson.

5.1.05 Policy and Administration Committee

The following appointments were made for the Policy and Administration Committee: Naomi Christensen, Carla White, Jennifer Kennett, and Amanda MacPherson.

6. BUSINESS CARRIED FORWARD

6.1 Plan of Service 2019-2023

6.1.01 WBRL Work Plan (2019-2020)

Final draft of the Plan of Service 2019 -2023 presented to the board.

Library to provide Board with updates quarterly.

Work plan will change each year as the needs of the community change.

M. Flett mentioned there is a 10th anniversary plan and budget to be presented and discussed at the February Board meeting.

MOTION 16 01 19 03: to approve the Plan of Service 2019-2023 by S. Mughal/ C. Pirie.
CARRIED

7. NEW BUSINESS/ ITEMS FOR DISCUSSION

7.1 Council Motion Regarding Exam Proctoring

A motion was passed at the last council meeting for Keyano College and the Library to collaborate on lowering exam-proctoring prices. The board discussed and decided the Library would come up with their own system and would reach out to Keyano for feedback.

Some ideas the board has come up with to bring back to legislative services include:

- Have exam proctoring for groups only, between 6 and 8 people
- Only offer it on certain days; 2 days a week
- Finding a formula for what we can manage student wise, and price wise and find a breakeven point
- Look into companies to fund, donate or sponsor exam proctoring
- Charge between \$50-\$75 per exam; lower than the current price of \$120 but doesn't undercut too much by only charging \$20-\$30 per exam
- Implement membership discounts for exams; \$50 with a free library membership or \$75 without

7.2 2019 Closure and Late Opening Dates

M. Flett presented the Board a list of proposed closures for the upcoming year. The one major change this year is the proposal of closing Easter Saturday. We would host our annual Easter egg hunt on a different weekend to accommodate.

Board decided to try and see how it works, and to put a question regarding non-holiday closures in the patron satisfaction survey.

MOTION 16 01 19 04: To approve the 2019 Closure and Late Opening Dates by J. Kennett/ C. White.
CARRIED

8. AROUND THE TABLE

C. Pirie thanked M. Flett for setting up the presentation.

C. White has an event coming up for international woman's day; tickets go on sale January 17, 2019 at 8 a.m. Board had good feedback about investor's reception and Banff Mountain Film Festival.

M. Flett updated the board on some events we have coming up:

- o Read for 15 on January 25, 2019 – help us become the most “readerly” city in Alberta
- o Volunteer for a board member to come judge and take part in the Words in Motion program on May 15
- o Team Trivia - February 8, 2019

9. NEXT MEETING: February 20, 2019 AT 6:00 P.M.

10. ADJOURNMENT

MOTION 16 01 19 04: by C. Pirie/ C. White at 8:47 p.m.
CARRIED

Signature: 
Board Chairperson

Date: March 28, 2019

Signature: 
Library Director

Date: March 28/19