

WOOD BUFFALO REGIONAL LIBRARY
REGIONAL MUNICIPALITY OF WOOD BUFFALO LIBRARY BOARD MEETING
Wednesday January 18, 2017
Minutes



ATTENDEES:

Board: Monica Domingues (Chair), Cynthia O'Donnell, Greg White (Vice Chair), Amanda MacPherson, Roy Amalu, Jim Proudfoot, Shazia Mughal, Corinna Pirie, Carla White

Staff: Melissa Flett, Director

Regrets: None

1. CALL TO ORDER by Monica Domingues at 6:00 p.m.

- 1.1 Introduction of new board members: M. Domingues introduced two new board members: Carla White and Corinna Pirie.
- 1.2 Director announcement: The Board congratulated M. Flett on her appointment as Director effective December 19, 2016.

2. APPROVAL OF AGENDA:

MOTION 17 01 18 01: by C. O'Donnell/R. Amalu, to approve agenda as presented.

CARRIED

3. APPROVAL OF MINUTES OF NOVEMBER 16, 2016 MEETING

MOTION 17 01 18 02: by A. MacPherson/C. O'Donnell, to approve minutes as presented.

CARRIED

4. NEW BUSINESS/ITEMS FOR DISCUSSION

4.1 Board elections

- 4.1.01 Election of Chair: M. Flett called for nominations from the floor for the position of Library Board Chair. C. O'Donnell nominated Monica Domingues for Chair; accepted. No further nominations. M. Domingues was declared Board Chair by acclamation.
- 4.1.02 Election of Vice Chair: M. Domingues called for nominations for Vice-Chair. S. Mughal nominated Greg White for position of vice chair, R. Amalu seconded the nomination. No further nominations. G. White declared Vice-Chair by acclamation.

4.2 Committee selection

The following appointments were made for the Policy and Administration committee: Greg White, Jim Proudfoot, Carla White and Monica Domingues.

The following appointments were for to the Financial and Legal Committee: Corinna Pirie, Roy, Shazia and Monica Domingues.

Cynthia O'Donnell and Amanda MacPherson would serve as alternates or on ad hoc committees as needed. Committee chairs would be elected at the first committee meetings.

4.3 2017 Action Log

The Board approved their meeting dates for the year and reviewed upcoming action items. Team trivia was being held on February 3 and the board agreed to volunteer and put in a team.

4.4 2017 Library closures

M. Flett presented the Board with a list of proposed closures for the upcoming year. Changes included the closing of Easter Sunday, closing for Canada Day long weekend (both the Saturday and Sunday); closing for Remembrance Day long weekend (both the Saturday and Sunday); the change in the length of the all staff monthly meetings and the addition of the Staff Development day on June 23, 2017.

MOTION 17 01 18 03: by S. Mughal/R. Amalu, to approve 2017 Library closure dates as presented.

CARRIED

4.5 Revised 2017 Operating Budget

Flett presented to the board the 2017-revised operating budget. M. Flett explained that the Municipality approved a resolution on Friday, December 2, 2016 that saw a reduction of 6% to the operating grant request. The revised budget has a decrease of \$306,000.

MOTION 17 01 18 04: by J. Proudfoot/S. Mughal, to approve 2017-revised operating budget.

CARRIED

4.6 Staff satisfaction survey

Flett reviewed the process and the entire Library survey results for the staff satisfaction survey. G. White commented on the actions items for departments and asked to have asked for follow up on action items for improvement.

5. REPORTS

5.1 Director Report

M. Flett submitted a written Director's Report, accepted as information.

5.2 Management Reports

Department Reports were provided by management, accepted as information.

6. AROUND THE TABLE

C. O'Donnell shared that Canadian author Carolyn Redl would be at the Library on March 17, 2017 for an author reading.

7. NEXT MEETING: February 15, 2017 at 6pm

8. ADJOURNMENT

MOTION 17 01 18 05: by, C. White/G. White, to adjourn the meeting at 7:11pm.

CARRIED

Signature: Monica Dominguez
Board Chairperson

Date: April 8, 2017

Signature: M. Flett
Library Director

Date: Feb 15/17