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**ATTENDEES:**

**Board:** Greg White (Chair), Carla White, Shazia Mughal, Jim Proudfoot, Corinna Pirie, Amanda MacPherson (Vice Chair)

**Staff:** Melissa Flett (Director), Andrea Lee (Admin Associate)

**Regrets:** Cynthia O'Donnell, Roy Amalu

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**1. CALL TO ORDER:** by G. White at 6:01 P.M.

**2. APPROVAL OF AGENDA:**

**MOTION 21 06 17 01:** by C. Pirie/ C. White as presented.

CARRIED

**3. APPROVAL OF MINUTES OF May 17, 2017**

C. Pirie noted that the approval of agenda had A. Pirie. Should it be Amanda or Corinna? M. Flett to review notes.

**MOTION 21 06 17 02:** by C. Pirie /A. MacPherson, to approve minutes as amended.

CARRIED

**4. BUSINESS CARRIED FORWARD**

**4.1 Roundtable discussion – Study Rooms/ Meeting Rooms**

M. Flett reviewed the meeting room proposal. C. Pirie noted that the Library should have first priority over the rooms. We should put a 30-60 day notice in place before fees come into play, to avoid angry patrons. M. Flett assured that there would be that grace period. There was discussion over the 2 types of pricing, Profit and Non-profit. Companies that are not for profit will need to provide certificate. C. Pirie asked if we will have deposits for the rooms with TV's. M. Flett answered no, but the HDMI cord will be for rent. C. Pirie noted that we will have to have partnership agreements in place for some companies, and that waiver forms will need to be put in place. M. Flett agreed.

Questions: C. White - The difference between the pricing of \$30 and \$50 per hour is the amenities?

Yes

J. Proudfoot – Rooms B and C will stay free to keep space open?

Yes

C. Pirie – What will happen if abuse of the meeting rooms start to happen?

Will have to monitor the situation. Revoke privileges if need be.

**MOTION 21 06 17 03:** by C. Pirie/ A. MacPherson, to adopt for September.

CARRIED

**5. NEW BUSINESS/ITEMS FOR DISCUSSION**

**5.1 Personnel Policies**

M. Flett put forward the policies that need approval. Some policies are required to be approved by the board, and some are not.

J. Proudfoot had suggested to change the order of the policies, work down to grievances. Asked what BOA meant – Board Policy.

C. Pirie inquired about vacation time and why we have more than the required minimum. Due to budget considerations, maybe new employees can only have 2 weeks, not 3. M. Flett explained this was something that was set in place back in 1999, and the staff are familiar with the policy as is.

G. White mentioned that we don't want anyone to not work here because of the less vacation to new employees.

J. Proudfoot asked does the quarter time that they can forward over to the next year accumulate. M. Flett explained that it does not. Employees can only forward so much of their vacation to the next year, and it has to be approved by the director, and cannot be longer than one year.

Board is to approve next year's closure dates. Noticed Easter Sunday was missing from the list, and make a note to add it.

Lieu time is only for hourly employees. Banked time/ overtime has to be approved by manager. Each policy has a detailed procedure to go with it. Hoping it will be one large document one day.

C. Pirie noted that in the document it said "WBRL can schedule lieu time off" and should be changed to "the Director or manager". Also noticed under safety – "Library Board and employees" should be changed to "responsibility of Board, Management, and all employees".

Other comments and edits – S. Mughal noticed that the document said 10.5 hrs/ month under sick time, and should be changed to days to keep it consistent with the rest of the document.

**MOTION 21 06 17 04:** by C. White/ J. Proudfoot  
CARRIED

## 5.2 2018 Budget

The finance committee; G. White, C. Pirie and M. Flett, met last week to review the budget, decided to do an 8% cut from the recommended 20-25% that the city wants. This is the best that the Library can offer.

Questions and comments: A. MacPherson suggested to have all the information for when the Library presents it to council. Shows that we are willing to work with them.

C. Pirie made note that we are one of the few remaining places in town left that is free, and that should help in the presentation. We are willing to take this to council if denied by the city. What will wage cuts look like? – With new benefits coming in, that will help, coming up with perks that don't have to pay for.

Programs cut? – Pay for programming such as paint night, and watercolors. We use good materials so patrons will be willing to pay for them. Increase attendance fees for Banff Film Festival, Radical Reels, and Team Trivia.

J. Proudfoot asked when we are presenting. September or October. City requires numbers by June 30. The Library should start going to council meetings more often, to keep them updated and not just to ask for money. Community Services needs to approve budget by Aug, if they reject will have to discuss further.

**MOTION 21 06 17 05:** by A. MacPherson/ S. Mughal  
CARRIED

## 6. REPORTS

### 6.1 Director and Management Report

M. Flett reviewed the reports.

Comments and Questions: Do we need an extra person for request a reader?

No, we have enough coverage with rovers.

G. White – pending for funding?

We will hear back by July. We received funding for our Oct. event.

C. Pirie – when will proctoring start?

End of September.

**7. AROUND THE TABLE**

C. White – chicken soup for the soul is out, has 3 authors from Fort McMurray including her.

G. White – Thanks to C. Pirie for coming to the budget meeting.

There is one space still open on the board to be announced before summer break.

A. MacPherson wants to be put on a committee.

Speaker Wab Kinew coming in Oct. Tickets go on sale sept. 6. Should reach out to rural to see if we can help them come to the show.

**8. NEXT MEETING: September 20, 2017 at 6:00 p.m.**

**9. ADJOURNMENT**

**MOTION 21 06 17 06** by, C. White/ C. Pirie at 7.13 p.m.

CARRIED

Signature: \_\_\_\_\_  
Board Chairperson

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Library Director

Date: \_\_\_\_\_