



ATTENDEES:

- Board:** Roy Amalu, Amanda MacPhearson, Corinna Pirie, Naomi Christensen, Jim Proudfoot, Greg White (Chair), Shazia Mughal, Jennifer Kennett
- Staff:** Melissa Flett (Director), Andrea Lee-Campbell
- Regrets:** Carla White
-

1. **CALL TO ORDER:** By G. White at 6:00 p.m.

2. **APPROVAL OF AGENDA:**

MOTION 03 21 18 01: By N. Christensen/ R. Amalu
G. White wanted to add another section 6.5 Advocacy Strategy

MOTION 03 21 18 02: to adopt the agenda as amended made by R. Amalu/ J. Proudfoot.
CARRIED

3. **APPROVAL OF MINUTES OF FEBRUARY 21,2018**

MOTION 03 21 18 03: By R. Amalu/ C. Pirie
CARRIED

Welcome J. Kennett to the board. The members went around the table and introduced themselves.

4. **PUBLIC PRESENTATION**

4.1 2017 Year End Audit Presentation (Deloitte & Touche, via Teleconference)

Rachael and Sanjeev from Deloitte and Touche reviewed the 2017 Audit with the board. Report was included in the board packet. LAPP numbers still waiting on verification from the city. Same issue as last year.

MOTION 03 21 18 04: to approve the financial statements pending LAPP verification made by R. Amalu/ J. Proudfoot
CARRIED

5. **BUSINESS CARRIED FORWARD**

5.1 2018 Budget – update

Thanks to C. Pirie and R. Amalu who presented to council on behalf of the Library at the budget session. Council didn't approve our rebuttal, but they are interested in having a meeting to discuss the process of budget reviews however there is no set date yet; but we request a board member present for that also.

M. Flett explained that we prepared for the 10% budget cuts and the city came back with an addition 2% (for 12%).

We can take \$62,000 from our internal reserve funding to leave the staff, and our service hours as is.

C. Pirie asked if 5% of the operating budget is the reserve funding. M. Flett answered that yes it was.

J. Proudfoot asked if there would be any changes in services. M. Flett answered not since the changes we implemented in the fall.

MOTION 03 21 18 05: to approve 2018 budget with the 12% cut made by C. Pirie/ R. Amalu
CARRIED

6. NEW BUSINESS/ITEMS FOR DISCUSSION

6.1 Board Basics Workshop (skipped)

6.2 Policies

6.2.01 Library Services: Program Policy

M. Flett reviewed the old policy and the changes to the new policy.

C. Pirie asked if there were any agreements within the policies. M. Flett answered that we launched a partnership agreement back in January.

N. Christensen observed that under the Suggestions of Programs section, that the word 'programs' should be changed to 'patrons'.

C. Pirie suggested holding early bird or presale spots for Library members as a way to boost memberships.

6.2.02 Personnel: Compensation

M. Flett reviewed the policy; long-term disability was removed.

6.2.03 Personnel: Jury Duty

Procedures have changed, part time staff are now eligible and it's calculated the same as stat pay.

6.2.04 Personnel: Employee and family Assistance Program

The Library changed providers from Sheppel to Homewood Health; a change made by the city.

6.1 Board Basics Workshop

M. Flett explained that the Library would like to host a workshop on some important topics that boards talk about: Advocacy, Policy, Strategic Planning, Budgets, etc. It will work best to host it on a weekend, May 26-27, or June 10 work best.

MOTION 03 21 18 06: to approve the policies as amended made by N. Christensen/S. Mughal
CARRIED

6.3 US Bank Account

Have not used this account in over 2 years. Requesting a motion to close.

MOTION 03 21 18 07: to close the US Bank account made by S. Mughal /A. MacPhearson
CARRIED

6.4 Rural and Mobile Services Budget 2018-2021

M. Flett reviewed the mobile and rural budget. The Library is looking for a 3-year term position for the Words on Wheels mobile library to go into the rural communities and events around town, along with the two staff we currently have working in rural. This 3-year term person will also be going to the trade shows, and wouldn't be doing any programming. They would do one week out of town, and one week in town, ideally.

R. Amalu expressed concern about this coming from our reserve budget. What would happen at the end of the term in 2021? M, Flett explained that we would look at sponsorship or ask the city for a business case to fund it, providing it goes well.

R. Amalu also asked how this would work if we are draining our on reserve funding. M. Flett explained that it was coming from a different reserve; it doesn't come from the operating budget.

C. Pirie asked if it might be more beneficial to do a trial run first, perhaps for a year to see if the program goes well before investing in the full 3 years.

N. Christensen brought up that the people who work in rural need to go in pairs; would that be the same for this new person? M. Flett answered that yes, they would go out at the same time as our other rural employees.

G. White mentioned that he heard positive feedback so far regarding the rural program, so would this new person be focusing more on the harder to crack communities. M. Flett answered yes.

C. Pirie stated that in the 2019/20 the Library would need to make this initiative clear to council.

A. MacPhearson added to that by suggesting making a separate assessment for rural and including that with the plan of service.

MOTION 03 21 18 08: to approve the budget provided there will be an update in a years' time made by C.Pirie/R.

Amalu

CARRIED

6.5 Advocacy

G. White thinks it would be beneficial for the Library to develop an advocacy plan. The Library needs to get out in front of council members more. Have an advocacy presentation for April, and perhaps delegate to a committee after. Topic deferred until Aprils meeting.

7. REPORTS

7.1 Director's Report

M. Flett reviewed the report.

A. MacPhearson suggested applying for funding through culture days.

C. Pirie suggested having a Wild and Pride Safe Space certification.

8. REQUEST TO GO IN CAMERA – Personnel matters

MOTION 03 21 18 09: to go in camera at 7:09 p.m. made by A. MacPhearson/ S. Mughal

CARRIED

A. Lee-Campbell left the room.

MOTION 03 21 18 10: to go out of camera at 7:33 p.m. made by N. Christenson/ C. Pirie

9. AROUND THE TABLE

S. Mughal – Thanks to R. Amalu and C. Pirie for presenting to council

C. Pirie – Rich Hansen was amazing

G. White – Thanks again to R. Amalu and C. Pirie for presenting; Rick Hansen was great and welcome J. Kennett

10. NEXT MEETING : April 18, 2018 at 6:00 p.m.

11. ADJOURNMENT

MOTION 03 21 18 11: by N. Christensen/ J. Proudfoot at 7:40 p.m.

Signature:  _____
Board Chairperson

Date: May 9, 2018

Signature:  _____
Library Director

Date: May 9/18