



ATTENDEES:

Board: Amanda McPhearson (Vice Chair), Roy Amalu, Corinna Pirie, Jim Proudfoot, Shazia Mughal, Naomi Christensen, Cynthia O'Donnell, Greg White (Chair)

Staff: Melissa Flett (Director), Andrea Lee (Admin Assistant)

Regrets: Carla White

1. CALL TO ORDER: by G. White at 6:00 P.M.

2. APPROVAL OF AGENDA:

MOTION 15 11 17 01: by N. Christensen/ J. Proudfoot as presented.

CARRIED

3. APPROVAL OF MINUTES OF October 18, 2017

MOTION 15 11 17 02: by R. Amalu/ S. Mughal

CARRIED

4. PUBLIC PRESENTATION

4.1 2016 Year End Audit Presentation (Deloitte & Touche, via teleconference)

Racheal from Deloitte conferenced in to discuss the 2016 Year End Audit. She went through the package page by page and explained how the process works. The fees are consistent with last year they have not increased. They will go over any highlights, and errors will be presented to the board once completed.

J. Proudfoot asked when the audit will be completed. March 14, 2018 is when they will email the completed report.

5. BUSINESS CARRIED FORWARD

5.1 2018 Budget – Deferred

M. Flett explained that the budget presentation has once again be deferred to early 2018. With new council elected, they will not be reviewing budgets for anyone in the city until the New Year. The library's 2018 budget as already been approved by the Board.

A. McPhearson asked if we wanted to increase our budget. We want to keep it as is for now until we get feed back from council.

New council is proposing an 8% cut now, but that may change in the future.

5.2 Strategic planning and plan of service – Deferred

M. Flett discussed deferring the plan of service until the New Year. She would like to do a visual presentation and hopefully the new board member will be appointed, and it will be a fresh start to 2018.

G. White asked if the municipality has brought up the new board member yet. Not until December.

6. NEW BUSINESS/ITEMS FOR DISCUSSION

6.1 9 Month Finance Report

Jag could not be here so M. Flett reviewed the balance sheet and the income statement. Overall, we are in good financial health. Should have most of our spending for the 2017 year done by the end of November.

N. Christensen asked if we have any rules for if we are in a surplus at year-end. Typically, we aim for what we budgeted for. Any grants given has to be spent, but if there is a surplus, it usually goes into our capital and IT reserves.

6.2 Comment Regarding Meeting Rooms

M. Flett explained that a patron had reached out to her with her comments on the meeting room prices. The patron had specifically wanted to address the board with the issue. M. Flett is planning to respond, but wanted board input first.

C. O'Donnell removed herself from the conversation, as she knows the patron personally

C. Pirie mentioned that there seems to be a misunderstanding on the patron's behalf, thinking we have unlimited funds from the municipality, which is simply not the case.

G. White asked if there were any other objections regarding this? This was the only objection received that we know of.

J. Proudfoot mentioned that there are still two free rooms available for use.

M. Flett will respond to the patron explaining that it was not a decision made lightly, and the above suggestions.

7. REPORTS

7.1 Director and Management Report

M. Flett reviewed the director's report. First, thanks to Cynthia O'Donnell for coming in for her authors visit and reading her book to the children. It was a very positive experience.

Launched the Employee Engagement Survey, the results to come in the New Year.

Real World Tour – thanks to Corinna Pirie for attending on behalf of the board. The event had positive feedback.

C. Pirie mentioned she really liked the event, and if it was on a different night, and promoted differently, it could have been successful.

The library is hosting a workshop in January.

Elf Workshop is happening on December 2, looking for volunteers. G. White, C. Pirie volunteered with N. Christensen volunteering for the morning.

Mouse situation in the Library, trying to get it under control with help from Mac Island and Poullin's – a pest control company from Edmonton.

Rural Update

New book return bins

300 memberships in September

Programming wraps up in December

Smudging ceremony in January

Incident Update

A staff member found six needles in a DVD case returned by a patron. RCMP were called and turns out it was just insulin. Precautions are being taken with the patron to avoid future mishaps.

The poppy money was stolen, working with Mac Island to get video surveillance of who took it.

G. White asked if the turnover was up a bit. Yes, a couple people have moved, and we still haven't back filled some positions from earlier in the year.

C. Pirie asked if the turnover positions play into the budget. Hoping not to.

8. AROUND THE TABLE

C. O'Donnell – Thanks to the staff that were at the reading.

S. Mughal – noticed that some braille books had some wrapping on them the other week, and wanted that looked into. Also wants to know the stats for braille books being circulated.

G. White – John Montgomery was good. This is Cynthia's last meeting, thanks for your service.

C. O'Donnell – She will treasure her time at the library and would still like to volunteer when she can.

9. NEXT MEETING: January 17, at 6:00 p.m.

10. ADJOURNMENT

MOTION 15 11 17 03 by. R. Amalu/ C. O'Donnell at 7:07 p.m.

CARRIED

Signature: _____

Board Chairperson

Date: _____

Signature: _____

Library Director

Date: _____