



ATTENDEES:

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

Staff: Andrea Lee (Admin Associate)

Regrets: Melissa Flett (Director), Roy Amalu, Carla White, Amanda MacPherson (Vice Chair)

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

2. APPROVAL OF AGENDA:

MOTION 18 10 17 01: by C. O'Donnell/ N. Christensen as presented.

CARRIED

3. APPROVAL OF MINUTES OF September 20, 2017

N. Christensen noted that her last name was spelled wrong.

MOTION 18 10 17 02: by C. Pirie/ C. O'Donnell, approved as amended.

CARRIED

4. BUSINESS CARRIED FORWARD

4.1 2018 Budget

G. White read notes for M. Flett. New council has been elected and the organizational meeting takes place October 24, 2017. M. Flett hopes that their fall schedule is set at this meeting; giving us a timeline for the budget presentation. The first council meeting is on November 14, 2017.

4.2 Strategic planning and plan of service

This item has been deferred until the November meeting.

C. O'Donnell asked if the budget was a 3 year plan. G. White said he believed so, a rotating 3 year plan.

S. Mughal asked if anyone was going to be at the budget presentation to council. G. White will attend with the Library. Anyone who can come, please do. Hope to have one more meeting before we present.

5. NEW BUSINESS/ITEMS FOR DISCUSSION

5.1 Appointment of External Auditor for 2017 Year End

G. White reviewed M. Flett's notes: we are required to appoint a person whose qualifications are satisfactory to council review of our accounts each calendar year. Last motion was made to point Deloitte for a three year term as per the RMWB. This year, there will be a one-year term approved until the RMWB completes their RFQ. The RFQ for auditing services for 2018 will be issued in Q4 of 2017. Deloitte will be presenting the audit plan at the November Board meeting.

Request a motion to extend Deloitte's services again.

Requested Motion

“That Deloitte LLP be reappointed as external auditor for the Regional Municipality of wood Buffalo Library Board for the December 31, 2017 year end audit.”

MOTION 18 10 17 03: by J. Proudfoot/ C. Pirie
CARRIED

5.2 Skills Matrix

G. White explained: to assist with Board recruitment, M. Flett has included a skills matrix for each board member to complete. If you could complete and submit by October 24, 2017 M. Flett will organize and forward to Legal and Legislative Services. Being as C. O’Donnell’s term is expired; she will not have to complete the matrix.

6. REPORTS

6.1 Director and Management Report

G. White reviewed some stat items provided my M. Flett, overall stats are up for this year.

Looking for a volunteer to attend the Reel World Films on November 4th. May have to say a few lines during the opening, still finalizing details with RMWB. C. Pirie said she would go, as long as it is in the evening, and M. Flett writes what she has to say.

C. O’Donnell commented that the Books and Brews was successful even though the liquor license came into question. Good idea to move it to Wood Buffalo Brewing Co.

C. Pirie is curious what is happening with the RRC, suggested that maybe we review our contract with them

G. White is concerned with the delay in the items in technology plan.

Discussion about the attendance of Rad Reels and the Keyano theatre, there is some concern for the upcoming Jon Montgomery event turn out.

S. Mughal asked about the stats, since we can’t compare them to 2016 due to the fire, but if we could compare them to 2015? Or even just monthly for 2016.

G. White mentioned that Mitchels Café would like to become more involved with the Library with catering events.

7. AROUND THE TABLE

N. Christensen is going to be a float judge in the Santa Clause Parade.

C. O’Donnell has a children’s book that she wrote and will be reading for the rise and shine program.

C. Pirie came to the WBRL 150 event and said that it was amazing! Super impressed with the event as a whole, the games, the turnout, everything. M. Flett should send an email to staff saying how great they did!

S. Mughal is glad to be back in town after a hectic summer.

G. White cutos to Calvin Pitt for doing a great job with rad reels. The 150 event was amazing, really enjoyed the puppet show. G. White has been called out to work so therefore he cannot attend the RRC Reception on Saturday night, can anyone else go in his place? N. Christensen will try to go, if not C. O’Donnell will go.

8. NEXT MEETING: November 15, 2017 at 6:00 p.m.

9. ADJOURNMENT

MOTION 18 10 17 04

by. C. O'Donnell/ C. Pirie at 6:26 p.m.

CARRIED

Signature: _____
Board Chairperson

Date: _____

Signature: _____
Library Director

Date: _____