

**OLDS & DISTRICT MUNICIPAL LIBRARY  
BOARD MEETING  
September 18, 2019  
MINUTES**

**Present:**

**Staff:**

Lesley Winfield (Library Manager)  
Marilyn Thiessen (Assistant Librarian)

**Board:**

Shawna Cevraini (Chair)	Inez Hannett (Secretary)
Dwayne Fulton (County Rep/Vice Chair)	Carolyn Horne (Member)
Heather Ryan (Council Rep.)	Barb Olsen (Member)
Jean-Pierre Mulago Shamvu (Treasurer)	Arliss Chute-Ibsen (Member)

**Call to Order:** Shawna Cevraini called the meeting to order at 6:27 p.m.

**Approval of Agenda:** Heather Ryan requested the addition of the PRL report to the agenda. Dwayne Fulton moved approval of the amended agenda, seconded by Jean Pierre Mulago Shamvu. Motion carried.

**Approval of Minutes:** Heather Ryan requested an amendment to her Town Update report in the June minutes: to read that the phone line idea was related to the staffless library and the extra hours given to the staffed library was achieved with no extra staff or extra funding, but by re-arranging the schedules of the current staff. Heather Ryan moved the approval of the amended minutes, seconded by Jean Pierre Mulago Shamvu. Motion carried.

**Outstanding Business:**

- a. **Anti-Racism Grant Update:** We are being asked for further refinements in our application.
- b. **Sept. 23 PRL day:** check to make sure who is registered and who is carpooling.

**New Business:**

- a. **Library Membership 2020/ Funding 2020:** Before the discussion we had the Treasurer's Report by Jean Pierre Shamvu. Heather Ryan moved, seconded by Carolyn Horne that the Treasurer' Report be accepted as read. Motion Carried. Discussion on whether library memberships should continue to be free after this year. The rest of the County libraries are continuing with free memberships. Barb Olsen moved, seconded by Heather Ryan, that we go ahead with a draft budget based on free memberships for the coming year. Motion Carried. Further discussion on what line items might be available for decreasing. Lesley Winfield asked Heather Ryan to find out if the Library was still being given 75% of the franchise fee paid to the Town by Fortis, since it seemed that our amount from the town was not as high as it once was.

- b. Fall Programming Update:** Lesley Winfield presented the Fall Programming update for each of the goal areas in the strategic plan.
- c. Contract Policies:** Lesley Winfield raised the need for a policy dealing with contract positions e.g. janitorial. This policy should indicate how often to re-tender a position and an option to extend a contract by a board vote.
- d. Kim Dykin Resignation:** Kim's term would have been up this fall, and her current schedule does not include time for sitting on the Board, therefore she has resigned. Shawna Cevraini, Inez Hannett and Carolyn Horne are all re-applying for Board membership. That still leaves two spaces for new board members.
- e. Parkland Regional Library Report:** Heather Ryan and Dwayne Fulton reported on this meeting: a 30 cent increase per capita is being implemented; the plans for the new building are being finalized and a 1.2 acre property near Lacombe is being purchased; the speaker for the meeting spoke on Advocacy (the handout is included with these minutes); PRL has hired an Advocacy team; PRL is now banking with ATB.

### Correspondence:

- a. Community Spirit Award and Banquet:** ATB nominated our Library for a Community Spirit Award. Tickets can be purchased for staff and Board members. Dwayne Fulton moved, seconded by Barb Olsen, that we buy 12 staff tickets and 1 Board ticket. Motion Carried.

### Committee and Executive Reports:

- a. Chair (Shawna Cevraini) – nothing further
- b. Committee reports (if any)
  - Personnel Committee (Shawna Cevraini) – will be reviewing the Library Manager position
  - Finance (Jean-Pierre Mulago Shamvu) – see above under Library Memberships for Motion receiveing the Treasurer's Report
  - Community Relations (Carolyn) -
    - i. Lunch for the Library : proceeds \$45 - this represents a loss as we received a \$100 donation.
    - ii. Wine, Wit & Wisdom Update: Volunteers, Pro-serve; tickets are on sale at \$40 each. The date is Oct. 19.
    - iii. Book Sale – successful; 11 volunteers did the set-up;
    - iv. Oldstice Pop-up Library: June 15, 2019: several people signed up for free library card.
  - Safety Committee (Heather)- have had their meeting this year.
- c. Librarian's Report: The detailed report was printed with our meeting materials and shows the previous 2 years statistics and the ytd for 2019 on all the categories in the strategic plan.

- d. Moved by Dwayne Fulton, seconded by Jean-Pierre Mulago Shamvu that the reports be accepted as presented.

**Next Meeting Date and Time: Oct. 16, 2019 at 6:30 p.m.**

Shawna Cevraini adjourned the meeting at 8.02 p.m.

(attachments: Advocacy worksheet)