

Bonnyville Municipal Library Board Meeting

Agenda for March 7, 2023

Location: Bonnyville Library @ 5:00 PM

In attendance: Jo-Anne Cooper, Darcy Skarsen, Brian McEvoy, Neil Langridge, Scott Kovatch

Regrets:

Administration: Nicole Labrie

- 1. Call to Order:** Jo-Anne Cooper at 5:06 PM
- 2. Land Recognition:**

The Town of Bonnyville Municipal Library Board acknowledges that where we are today is on the traditional lands, meeting grounds and traveling routes of the Cree, Denesuline, Metis and Inuit Nations. This territory is known today as Treaty 6 Territory. We pay our respects to the Cree, Denesuline, Metis and Inuit ancestors of this place and reaffirm our relationship with one another.

3. Adoption of Agenda

- a. Brian McEvoy moves to accept as presented - unanimous

4. Adoption of Minutes

- a. February 7, 2023 – Neil Langridge moves to accept - unanimous

5. Old Business

- a. Staff Vulnerable Sector Check Proposal
 - i. Nicole to make Records Retention policy for next meeting following best practices
 - ii. Approval pending Records Retention policy
- b. Staff Education Proposal
 - i. Nicole to amend contract to make sure terminology and timelines are accurate to length of program (16 months rather than 2 years)
 - ii. Clarification on the term “immediately” determined; re-payment clause will be re-entered into contract using this terminology
 - iii. Nicole to amend contract to reflect an expedited tuition refund to staff member named in the contract: 50% refunded upon confirmation of enrollment, 50% refunded upon successful completion of course with a passing grade
 - iv. Brian moves to amend as above - unanimous
- c. Part-Time Sick Leave Proposal from September 2022
 - i. Nicole to bulk out policy to include terms like doctor’s note requirements, clause regarding how unpaid sick time will be handled at conclusion of employment
 - ii. Tabled
- d. Stat Holiday Policy
 - i. Nicole to amend policy to include part-time staff in point #6 and refer to Alberta Labour Standards policy regarding stat holiday calculations:
 1. #6. The Library will be closed on the named holidays listed above and full-time and part-time employees scheduled to work in their

regular rotation will be paid their average daily wage based on Alberta Labour Standards rules.

- ii. Scott Kovatch moves to accept amended policy as above - unanimous
- e. Town Safety Concerns & Alarm Systems
 - i. Nicole to check with Town to see who they are with, maybe there is an option to bundle in with them
 - ii. Nicole will contact Precision Protection in Bonnyville to get additional quote for an interior camera facing door and desk, smoke and flood detectors
 - iii. Tabled
- f. Additional Board Member
 - i. Jo-Anne and Nicole to work on a draft for an additional member in March to submit to Town Council
 - ii. Tabled

6. New Business

- a. Advertising for Summer Student
 - i. Nicole presented proposed wage for summer student based on past years' advertisements
 - ii. Library will move forward with proposed wage depending on grants received for hiring, Nicole will contact funders with amendments if necessary
- b. Request to Move Funds from Savings to Chequing
 - i. Neil moves to transfer \$25,000.00 from Savings to Chequing, Scott seconds - Unanimous
- c. Clarification on Board Expenses
 - i. Clarification received; Nicole will adjust financial tracker to reflect changes
- d. Closing the Library for National Day of Truth & Reconciliation
 - i. In an effort to promote and honour the significance of the day, and the intent behind it, the Library will remain open
 - ii. Brian moves - unanimous
- e. Reviewing Library Policies
 - i. Nicole to make a list of policies we are required to have, policies we have already, and bring to next meeting for review
 - ii. Tabled and on-going

7. Manager & Programmer Reports

8. Board Members Reports

9. Enclosures

- a. Financial Tracking Journal
 - i. Nicole to fix line item for Memberships on tracker, memberships do not bring in income; line item was transposed onto Town of Bonnyville contribution line
- b. 2022 Statistics of Library Use
- c. Alarm System Quotes

- d. Town Memorandum of Understanding
- e. Insurance Premium for 2023
- f. Canada Summer Jobs Correspondence
- g. Policy Manual Table of Contents
- h. Letter from the Minister re: Budget 2023

10. Next Meeting

- a. April 4, 2023

11. Adjournment: Scott moves, unanimous 6:33 PM