

SPL BOARD MEETING AGENDA

Location: Online
Date: 22/05/2024
Time: 7.15pm
Facilitator: Suzanne Georgiou-Morey

Attendees:

Suzanne Georgiou-Morey, Rose Sharma, Harold Baytaluk, Lois Halko, Sam Atwal,
Guests: Anne O'Shea, Laurie Klassen, Andrea Scarlett

1. Call to order

Chair starts meeting at

2. Roll call

3. Approval of the agenda

4. Approval of minutes from last meeting

5. Open issues

- a. Call to ministry – Rose 2 mins
- b. Jim's Tea update: cancel Causeway, date for lunch? Suzanne – 2 mins
- c. Section D review and acceptance - Laurie 5 mins
- d. AGM: Advertising and questioner? Rose /Sam 3 mins
- e. Contact Babs – Rose 2 mins
- f. RDEK report – Rose 2 mins
- g. Correspondence to be accepted – 3 mins
 - Sparwood PLA Reopening plan – March 4th, 2024
 - a. District of Sparwood
 - b. RDEK
 - c. Ministry of Municipal Affairs
 - d. Fernie Heritage Library
 - e. Elkford Public Library
- h. March 1st letter – Rose 5 mins

- i. Letter from District – Andrea 2 mins

6. New Business

- 1) SOFI update – Rose 2 mins
- 2) KLF Spring Board in person meeting – Rose 5 mins
- 3) Consultant report & extension – 10 mins
- 4) AGM planning – 15 mins

7. Adjournment

Rose adjourned meeting at:

Minutes submitted by: Suzanne Georgiou-Morey

Minutes approved by:

Sparwood Public Library Association – Consultant’s Update

Date: May 17, 2024

To: Sparwood Public Library Board of Trustees

From: Anne O’Shea, consultant

Operational Matters

- The job posting for the Casual Library Assistant role remains open until May 31.

Ministry

- The Ministry has been updated about Trustee Samantha Chenier’s resignation and the District of Sparwood’s decision to not have a council representative on the Board after July 1.
- Data for the annual surveys for 2022 and 2023 has been entered into the Ministry’s data portal, with the exception of annual financial data which is ready to be entered. Unfortunately, the Ministry has notified libraries that the data portal is offline, and we are waiting for notice that it can be used again to complete the submission.

Library Director Hiring

- The job has been reposted to the Partnership Job Board: <https://partnershipjobs.ca/jobs/32234> with a closing date of May 31.

Finances

- I developed a financial analysis of SPL’s staffing budget and provided it to the Chair, Vice Chair and Treasurer for next steps.
- As a reminder, the 2023 financial statements must be reviewed and approved by the Board and submitted by May 15th to the Ministry. Rose advises that the accountant will be submitting them on behalf of the Board once they are approved.
- In their March 1, 2024, letter, the Ministry set a deadline to submit financial statements to the District of Sparwood and RDEK by April 30th. Since this deadline was not met by the Board, I recommend that you submit them as soon as possible.

Website

- The Ministry previously requested that the Board put governance information on the website for transparency to the community. Babs outlined the requirements in an email.
- A [Board Governance](#) page has been created, which includes the names of all Trustees, and the agendas, reports, and minutes of public meetings held since December 2023.
- The following items still need to be added:
 - An email for contacting the board or the board chair that is different from the general library email and the library director’s email (please let me know which email you plan to use and I will add it).
 - The process for a public delegation to the board
 - Annual reports and strategic plans / frameworks
 - Information about how to join the board and the role of the board and trustees

Operational Policies

- No updates.

Contract Update

Our existing letter of agreement runs to May 24th. My hours have not been used at the rate expected, due to delays in receiving information and decisions from the Board. At present there is one week remaining in our timeline, and 46 hours of remaining effort. After discussion with Rose and Suzanne, I have agreed to extend the end date of my work to June 6th 2024. My efforts will be focused on:

- Reviewing and providing feedback on the draft operational policies
- Adding a policy section to the website
- Drafting the Ministry grant reports
- Preparing a handover file for the new Library Director and a final report for the board
- Supporting the hiring process

Total contract hours (new agreement)	100
Hours used previously	43
Hours used May 10-17, 2024	12
Hours remaining before May 24th	45