

Board Minutes: January 22, 2024

Sparwood Public Library Association

Present:

Rose Sharma
Suzanne Georgiou-Morey
Debbie Fraser
Sam Atwal
Harold Baytaluke
Lois Halko
Samantha Chenier

Guest:

Anne O'Shea, consultant

Andrea

Location: Virtual meeting on Microsoft Teams

The meeting was called to order at 7:19 MST

1. Approve Minutes of December 18, 2023

Motion by Sam Atwal, Seconded by Suzanne Georgiou-Morey: *Be it resolved that the minutes of the December 18, 2023 Sparwood Board of Trustees meeting are approved.*

2. Approve Agenda

Motion by Lois Halko, Seconded by Sam Atwal: *Be it resolved that the agenda for January 22, 2024 is approved.*

3. Confirm Board Membership and Contacts

The Board reviewed the membership list and confirmed that Trustee Samantha Chenier was elected at the 2023 AGM and has not formally resigned from the Board and is a continuing member of the Board. The membership list was updated and has been shared with the Board.

Action items:

- Board members are asked to send their mailing address to Anne O'Shea for SPL's annual records if you have not shared it in the meeting chat previously.

Motion by Harold Baytaluke, Seconded by Suzanne Georgiou-Morey: *Be it resolved that the updated Board Membership document is confirmed.*

4. Preliminary 2023 Financials

The board reviewed the January 1 – December 31 financials. SPL's financial statements will be prepared by the accountant and will return to the Board for approval at an upcoming meeting.

Motion by Lois Halko, Seconded by Suzanne Georgiou-Morey: *Be it resolved that the preliminary January-December 2023 Profit and Loss statement is received.*

Action item: Suzanne will review the cleaning contract, speak with Sandra and look at options.

5. Draft reopening plan (see in camera minutes)

6. Consultant biweekly updates

The board reviewed reports from Anne O'Shea summarizing operational matters. Hungry confirmed that he had checked on the water and it was fine. He switched off the hand valve and switched to the drip line.

Action items:

- Anne will add replacement of the valve to the list of building improvements listed in the Reopening Plan.
- Anne will reach out to the fire department to provide a security code if they need it.

Motion by Sam Atwal, Seconded by Suzanne Georgiou-Morey: *Be it resolved that the January 6, 2024 and January 19, 2024 Consultant Updates are received.*

7. Correspondence

- a. Email Re: Sparwood Library – Jan 9 2024
- b. Email from Rose Sharma Re: Sparwood Library -Jan 12 2024
- c. Email re: Library Closure – Jan 5 2024
- d. Email from Rose Sharma Re: Library Closure – Jan 12 2024
- e. Letter from Rose Sharma to Fernie Heritage Library – Jan 12 2024

Motion by Harold Baytaluke, Seconded by Sam Atwal: *Be it resolved that all correspondence has been received.*

8. CVITP Taxes

SPL has been approved by CRA to host a Community Volunteer Income Tax Clinic.

Action item: Lois will reach out to Shanna Bosema, who previously ran the clinics in the library, to explore options for 2024.

9. Investigation standard

The Trustees previously discussed creating a standard for investigations. Sam circulated a template for the board.

Action item: Trustees will review the template circulated by email, and discuss at a future meeting.

10. Voting by Council Representatives

There has been an ongoing discussion about whether the local government appointee is a voting member of the Board of Trustees. The Ministry has confirmed in writing that the district appointed board member is a full voting member under the Library Act.

Action item: Anne will recirculate the Ministry email and will share a link to the Library Act.

11. Board term limits

It is unclear how long some board members have been on the board. Section 36(4) of the Library Act states that “no member may serve for more than 8 consecutive years.”

- Suzanne will check the library records to confirm when Hungry was originally elected.
- If Suzanne is unable to locate this in the binder, Anne will check with the Libraries Branch to see when Hungry was first listed as a Trustee.

12. Bargaining (see in camera minutes)

13. Adjournment

The meeting adjourned at 8:39pm