

Board Minutes: March 18, 2024

Sparwood Public Library Association

Attended: Rose, Suzanne, Lois, Harold, Samantha, Andea, Babs, Tina, Laurie

Unable to attend: Sam

1. Call to Order: 7:15pm

2. Approval of Agenda:

Motion to approve 1<sup>st</sup> Harold and 2<sup>nd</sup> Lois, all in favour

Be it resolved that the minutes of the March 4, 2024 Sparwood Board of Trustees meeting was approved.

3. Approval of Minutes (attached):

Motion to approve 1<sup>st</sup> Harold and 2<sup>nd</sup> Lois, all in favour

Additions/corrections to be added:

a) Harold wants to advise the board that he does not want to be removed from the Bargaining Committee but that he is unable to be as committed to the Bargaining Committee as he would like due to employment obligations.

b) Lois – action plan – currently using Societies Act not the Library Board Act - discussion needed to be done with the City of Sparwood to clarify -Municipal Affairs - mixed communications needing to be addressed

Response made by Suzanne – financial corrections have been made – Debbie relinquishes her position now so this will need to be added to the next meeting

Motion for minutes to be amended – 1<sup>st</sup> Harold and 2<sup>nd</sup> Suzanne, all in favour

Be it resolved that the minutes of the March 4, 2024 Sparwood Board of Trustees meeting are approved with changes

4. Role and Responsibilities within the board – 7 minutes – Babs:

Mini workshops she can offer of governance

- getting reintegrated back into the library BC associations and trustees
- email with information sent to members
- confidence in chair and working with others to support the library
- all board members are informed and receive accurate detailed information in the operational reports
- what do we need to know and what questions do we need to be asking
- work with a board coach

5. Library Reopening Updates – 10 minutes – Tina:

- First day open and community involvement
- 3 staff members opened for 4 hours
- Email sent with detailed counts
- 381 patrons
- Income tax and Pokemon groups to begin again
- Infrared door counter should be installed Tuesday

- Housekeeping – best practices will begin Sikutu – record keeping – collection and cataloguing
- EpsoHost books arriving – add extra junior books
- Bar codes being put onto the outside of the books
- Check out point improvements for ease of function
- All staff members open to changes and updating
- Tina’s new computer – some glitches SunCo was there to get it up and running fully functioning
- Lois questioned – income tax program is running

a. Rental agreement amount to charge to rent space

- Non-profit is free of charge
- Tina made a form
- To be updated annually
- Other groups to be charged \$50 per event

Motion to accept the rental agreement 1<sup>st</sup> Suzanne and 2<sup>nd</sup> Lois - all in favour

6. Financial Updates – 15 minutes – Andrea:

- Advising that QuickBooks payroll which is direct deposit is to be approved by Tina until the library director has been hired
- Timecards are kept at the library
- Every other Friday they are forwarded to be generated – Tina to verify
- Babs mentions that within the financial reports they contain this information and needs to be reviewed on a monthly basis
- No income or payroll in February as the library was closed – began in March, currently using January’s amounts

- Reports were emailed to board members
- Using the simplified version of the financial amounts to easier understand the spreadsheets
- Andrea will prove quarterly the full version of the financial
- Rose to sit with Lois and go over the current numbers on the financial report
- Andrea asks that we go through the budget
- Going forward board members will be informed on a regular basis so anything unknown can be discussed and understood

7. Financial Policies – 15 minutes – Laurie:

- Section C proposed financial policies met on Tuesday March 12 with Rose and Suzanne
- We as the board act in the best interest of the organization at all times
- Reading and understanding financial statements
- Remain financially viable
- We have received funding but need to be reporting with transparency back to them as they require
- Hungry requested clarification – are operations approved by the financial report annually – Laurie fiscal planning done prior to the fiscal year, board is to approve amounts for purchasing and operational costs

Motion to approve the Financial Policy as written by Laurie

1<sup>st</sup> Suzanne 2<sup>nd</sup> Hungry – all in favour

Prior to going in camera Hungry asks Babs – is the library association forcing us to offer a higher wage? Babs answers – Sparwood is currently offering one of the lowest wage amounts in the province. Truly comes down to what can the library afford. Consider broadening/expanding the pool for the posting of the director.

8. Adjournment: 9:32pm

9. Next meeting will be April 3, 2024 @7:15pm