

## **Sparwood Public Library Board Meeting**

**Held in person at Sparwood Public Library, August 9, 2024, 2:30 p.m.**

### **Minutes**

**Attendees:** Suzanne Georgiou-Morey, Meagan Schindel, Alex Millar, Ashley Frere

**Regrets:** Rose Sharma, Steven Dobie.

**Call to Order:** MS called meeting to order at 2:41PM

**Approval of Minutes from July 28, 2024:** Motion made by MS to accept. AM seconded, carried.

**Approval of Agenda:** Motion made by MS to accept agenda. SG-M accepted; AM seconded. Carried.

#### **New Business:**

##### **1. New Board Member**

- a. Motion made by SG-M to ratify board email vote regarding admitting Ashley Frere to board of trustees. Seconded by AM. Carried. AF assigned to interim secretary role.

##### **2. District Update (MS)**

- a. MS met with the district regarding library updates. The overall feedback was positive.

##### **3. Communications update (MS)**

###### **a. Community**

- i. MS discussed wording for community communication. The goal is to be clear and consistent with all public messaging. Signage and online postings will be updated accordingly. MS will update this week.
- ii. SG-M to contact casuals and ensure they know of the library closure.

###### **b. KLF and PLB**

###### **i. Interim Director Job posting suggestion**

1. MS presented on the job posting draft given to us by the PLB. Wording change suggestions were made by AM and agreed upon by the board. Motion to accept Interim Job Posting post edits was made by MS, seconded by SG-M, carried. MS will contact PLB regarding next steps.

###### **c. Grants available from KLF**

- i. MS has been in communication with Melanie Reavley from the KLF. A grant for Board Governance is available for SPL to use for consultant help with both hiring and job posting, as well as board governance training. MS will follow up with the KLF to

ensure funding is utilized appropriately. Adrienne Wass from PLB has forwarded governance documents for the board to review in the meantime.

**4. Consultant Recommendation (MS)**

- a. MS has been in communication with Anne O'Shea. Anne has agreed to work with SPL in conjunction with the KLF grant. Her suggestion is to post our job posting for a six month term, in the hopes of reaching a broader audience as well as giving us a bit more time to find a full time director. The board agreed to accept her recommendation and move forward with her consult. MS to follow up with AO'S

**Ongoing Business:**

**1. Electrical Upgrade**

- a. MS to contact electrician and get the electrical upgraded during August closure.
- b. Front door brought up to code – tabled till next meeting.

**2. Cleaning Contract**

- a. Contract with Goldstar on hold until September, SG-M will talk to Andrea to pay remaining balance.

**3. Hiring committee**

- a. MS, and AF agreed to be part of the new hiring committee. Further discussion to establish more members will be conducted in the future.

**4. Financial Update**

- a. Tabled till next meeting when SD and AS can provide a financial update.

**Next Board Meeting:** September 10, 5:30 p.m.

**Adjournment:** AM motioned to adjourn. SM seconded. Carried. Meeting adjourned at 4:10PM.