

Sparwood Public Library Board Meeting

Held in person at Sparwood Public Library, December 16, 6:00pm MST

Minutes

Attendees: Meagan Schindel (Board Chair), Alex Millar, Carly Yvon, Jamie Miller (Secretary), Tami Chechotko, Laurie Lowe (Director), Steven Dobie (Treasurer)

Regrets: Rose Sharma, Suzanne Georgiou-Morey (Vice-Chair)

Guests: Andrea Scarlett

Call to Order: MS called the meeting to order at 6:04 p.m. MST

Approval of Agenda: Motion made by MS to accept the agenda. Seconded by CY. Be it resolved that the agenda for December 16, 2024 is approved. Carried

Approval of Minutes from November 25 ,2024 meeting:

CY motioned to accept and approve minutes. MS seconded. Carried.

Operations Reports:

1. Building Maintenance and Repairs

- a. Roof is no longer in need of repair. It has been determined it was a faulty window. Quote on window repair is \$873 from D&P Glassworks. SD made motion to go with D&P glassworks to spend \$873 to fix window. MS seconded. Carried.
- b. Quotes were also provided for the following repairs from D&P Glassworks:
 - i. Automatic door install (with a certified automatic door company from Lethbridge)
 - ii. Replace the 5 windows that are currently showing signs of seal failure
- c. A quote for door replacement was also received from City Glass out of Cranbrook. One more quote is needed for window replacement.
- d. An email was sent to the building officer requesting accessibility standards for the automatic door. Awaiting a response.

2. Facility and Collection

- a. Increased physical magazine offerings for 2025 to expand the subject ranges. More books purchased before end of fiscal year.

3. Statistics and Programming

- a. Averaging 70 visitors per day
- b. The Guides started using the facility for their meetings. Sparwood Arts Council and Pokemon Club continue to use the library.

- c. Starting January, the Fernie Women's Resource Center will be utilizing the library space for their parent/baby program.
- d. As a change from the take-home craft envelopes the library was providing post-covid, an in-person craft event was trialed for 3–5 yr old and was successful. Hoping to transition to in-person crafts in the new year.
- e. A few requests from the public to volunteer have been made, potential to bring one on in the new year to help with crafts.

Financial Update

- a. District of Sparwood approved funding for 2025, same amount as 2024. The budget needs to be adjusted to account for differences (50k) or find more funding, possible grants available. Suggested to look at Columbia Basin Trust.
- b. Q3 invoice payment from DOS has been withheld until the invoice is rectified to reflect the amount saved in wages while the library was shut down. Need to reissue invoice once wages are removed. The savings needs to be recalculated by Andrea and invoice will be re-sent.
- c. Q4 invoice can be sent now
- d. Steve to email accountant to start the process to change the template for accounting so we can see where the funding is coming from.
- e. RBC requires a letter of direction from the Board to change the account email address for e-transfers. A letter of direction was prepared by Laurie. Motion made by MS to set up new email for RBC. Seconded by TC. Carried. The new email address is [REDACTED].

New Business:

1. Board Training Plan for January

- a. MS requested a 2-hour workshop with Babs during a regular board meeting sometime mid February. Emails and survey will be sent out mid to late January.
- b. Hoping to start the consent agenda in January. It will be sent out a week ahead of the monthly board meeting to give time to prepare. Have financials complete by mid February. Monthly financial review and Laurie's report will be added to consent agenda.
- c. New section for board governance in our meeting. New info from BCLTA, keep board governance as a forefront. Remember role clarity. Move into mission, vision, values. Want it in regular agenda.
- d. AGM prep, would be nice to have earlier in the year. Contacting who would like to stay on and be re-elected.

Andrea Scarlett left at 7:02pm

Ongoing Discussion “In Camera”

The board moved in camera at 7:03 pm MST

- 1. Bargaining Committee Update**
- 2. HR**

The board move out of camera at 7:17 pm MST

Adjournment: MS motioned to adjourn at 7:16 p.m. MST. JM seconded. Carried.

Next Meeting: January 27, 2024 at 6:00 p.m. MST.