

Meeting Minutes for the Sparwood Public Library Board Meeting
Held in person at Sparwood Public Library, July 8, 2024, 7:15 p.m. MST.

Attendees: Rose Sharma, Suzanne Georgiou-Morey, Meagan Schindel, Alex Millar, Steven Dobie.

Guests: Tina Hayes, Andrea Scarlett

Regrets: None.

Call to Order: 7:15 p.m.

Approval of Minutes from June 24, 2024: Motion made by MS to accept minutes. AM seconded. Carried.

Approval of Agenda: Addition of Protocol and Maintenance added to the agenda under Ongoing Business. Motion made by SG-M to accept Agenda. SD seconded. Carried.

Open Issues:

Operations Report: Tina Hayes.

- Circulations were down around 8% but operations are functioning well. Invasive Species came and did a presentation that was well attended by the community. Board and TH discussed future funding and potential complications surrounding receiving grants.
- TH stated she will continue her contract till the end of July.
- Casual staff member submitted their resignation effective July 18.
- Board communicated a request for documentation from previous meetings to help answer some questions regarding future funding.

Ongoing Business:

1. Board Training Date (RS)
 - a. Board Training to proceed on September 20th - 22nd through PLB. AM requested agenda or program layout for us to look over before committing to the dates. Dates to be confirmed by July 18th, 2024.
 - b. SG-M to contact PLB (Courageous Leader Project) regarding outline and will communicate agenda to board members.
 - c. SD suggested communicating to other community libraries that the training will be happening. SG-M will ask the company if they are open to hosting more participants.
2. Board Meeting Dates (RS)
 - a. Bi-weekly meetings were suggested but monthly meetings will work best for most board members. Email communication to be prioritized for any discussions needed in between meetings.
3. Requests for activities being turned down by the board. (SG-M)

- a. Homeschooling families are requesting use of the library and being told the board has denied requests. SG-M stated the requests have not been presented to the board.
 - i. SD suggested making the request forms available online to a specific booking email.
 1. AS stated we pay for domains that are currently not being use that could be used for communication. AS will follow up with Sunco regarding gaining personal board member emails and a general board information email.
 - ii. Note was made that most groups are unable to use the building without a staff member present. Given our current staffing situations these requests may not be able to be granted.
4. Forming of committees. (RS)
 - a. Discussion was held surrounding whether or not a finance committee needed to be established in order to go over bargaining committee negotiations.
 - i. SD and SG-M will stand on the finance committee.
 - b. SG-M let her name stand for the bargaining committee as the board representative.
5. Board Positions (RS)
 - a. AM motioned to accept SD as treasurer. SG-M seconded. Carried.
 - b. AM motioned to allow SD full access to accounting software. MS seconded. Carried.
6. Retiring members (SG-M)
 - a. As per previous board meeting, Lois Halko submitted her resignation effective 24/6/2024.
 - i. RS to contact LH regarding receiving a copy of the AGM meeting minutes.
7. Protocol (RS)
 - a. RS requested that all information being outsourced to other contractors be sent through the board chair.
 - b. Board emails are to be “reply-all” in order to maintain clear communication.
8. Maintenance (SG-M)
 - a. RS is waiting on an adjusted quote from the current cleaning company. Potential alternative options were discussed.

New Business: NA

Ongoing Discussion: “In Camera”

MS to check Library Act on “In Camera” procedures moving forward.

1. Hiring Committee Update
2. Bargaining Committee Update
3. Financial Update

Next Board Meeting: August 6, 7:15 p.m.

Adjournment: SD motioned to adjourn. AM seconded. Carried. Meeting adjourned at 9:30 p.m.