

Sparwood Public Library Board Meeting

Held in person at Sparwood Public Library, November 25, 6:00pm

Minutes

Attendees: Meagan Schindel (Board Chair), Suzanne Georgiou-Morey (Vice-Chair) Alex Millar, Carly Yvon, Jamie Miller (Secretary), Tami Chechotko, Laurie Lowe (Director)

Regrets: Steven Dobie (Treasurer), Rose Sharma

Guests:

Call to Order: MS called the meeting to order at 6:00 p.m. MST

Approval of Agenda: Motion made by MS to accept the agenda. Seconded by TC. Be it resolved that the agenda for November 25, 2024 is approved. Carried

Approval of Minutes from September 24 ,2024 meeting:

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

Approval of Minutes from October 28,2024 meeting:

SG-M motioned to accept and approve minutes. AM seconded. Carried.

Operations Reports:

1. Building Maintenance and Repairs

- a. Alex Moulton has completed ceiling panel replacement and corrected door closures on the electrical rooms- now meeting fire marshall's requirements with these repairs. Alex is currently painting the Directors office
- b. Stoffels Electric has been asked to return and complete exterior light replacement and repair vehicle plugs, they are currently not safe and turned off at the breaker.
- c. Director will confirm all contractors working for the library meet the requirements of Policy F.1- Independent Contractors.

2. District of Sparwood Municipal Meeting

- a. Meagan and Laurie attended the meeting last week, a list of highlights and visitor stats were presented.

3. Facility and Collection

- a. Staff back to working their pre-closure hours (30hrs per week). A student is hired through the CBT Schoolworks program.
- b. Postal strike has affected the Interlibrary Connect and Illume systems
- c. Large book order received, rearranging spaces to highlight books

4. Statistics

- a. Over 1,500 visitors since re-opening

Financial Update

A revised 3rd quarter invoice is required by the District of Sparwood to reflect the cost savings during the library closure. Laurie will work with Andrea and Steve to revise the invoice.

New Business:

1. Municipal affairs meeting

- a. All new board info needs to be forwarded to them. Personal email becomes public

2. Consent agenda/agenda input

- b. Goal to roll out in January. Purpose is to shorten the meetings. Onus on board to review items prior to meeting.

Ongoing Business:

1. Governance Training

- a. Next session November 30th at 9:00am MST. Discuss role clarity, building trust between board and director. Few more sessions coming January 2025.

2. Door Upgrade

- a. Laurie phoned district office, there is no record of issues with the door from a safety standpoint. Possibly only need automatic door for wheelchair accessibility. Potentially use funding that is in place (capital reserve) for this. Quote from city glass in Cranbrook \$11,050.
- b. Laurie to call building inspector for clarification on building code for the door to ensure we are getting the door upgrade requirements correct before we get a quote.
- c. Carly to contact Tenille from Accessibility Committee to find information on requirements

3. Roof Repair

- a. Laurie can't find drywaller for a quote. Recommended from contractor to go through insurance. Concern raised this work needs to move forward since snow and possible moisture may make issue worse.
- b. Need to contact Andrea about current deductible and how much the premiums have gone up since the last insurance claim.

Ongoing Discussion “In Camera”

The board moved in camera at 6:42 pm MST

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

The board move out of camera at 7:30 pm MST

Adjournment: MS motioned to adjourn at 7:30 p.m. MST. AM seconded. Carried.

Next Meeting: December 16, 2024 at 6:00 p.m. MST.