

Sparwood Public Library Board Meeting

Held in person at Sparwood Public Library, September 10, 5:30 p.m.

Minutes

Attendees: Suzanne Georgiou-Morey, Meagan Schindel, Rose Sharma, Ashley Frere, Steven Dobie, Andrea Scarlett

Regrets: Alex Millar

Call to Order: 5:40 PM by Meagan Schindel

Approval of Agenda: Motion made by SG-M, seconded by RS, carried.

Approval of Minutes from August 9, 2024: Motion to approve minutes made by SG-M, seconded by RS, carried.

Ongoing Business:

1. Door upgrade:
 - a. The current front door is an accessibility and compliance issue. MS to contact Tina Hayes to see what previous communication has been regarding the needed upgrades. Agreed to table this topic until the library resumes operations.

New Business:

1. Board position postings (MS)
 - a. Process given to us by PLB
 - i. Current policy states that we can fill vacant positions on the board. PLB suggests coming up with a board approved process to add trustees outside of the AGM as our current policy also states board members are to be added at the AGM. Process will be to post application online, accept and vote on qualified applicants. Motion to accept this process made by SD, SG-M seconded, carried. MS to follow up with Co-op about updating website with the application form.
2. Water damage and repairs (MS)
 - a. Water damage noted behind the front desk. SD to look into contractors and quotes for repairs.
3. Board Training (MS)
 - a. MS is receiving coaching from Babs Kelly (board governance coach) regarding running meetings.
 - b. Babs Kelly to provide board governance training to the board via zoom sessions. These 1hr sessions will be tailored to the board's needs, possibly through a survey to determine topics. MS to follow up and present dates to the board.
4. Re-opening plan (MS)

- a. Discussion was held around what options are available to enable us to reopen. A director is a key piece of operations to help us resume operations. MS to contact Mary Martin regarding assistance with reopening.
- 5. Changing Signing Authority
 - a. Current signing authorities are RS, SGM and AS. SD to go into the bank to be added as a signing authority. *Addition: Motion was made to add SD as signing authority, seconded and carried. This edit to the meeting minutes was approved in September 24 meeting.
- 6. Library Use by Non-Profits
 - a. Various community groups requesting access to the meeting room. Was suggested to have an online booking portion or calendar update on the website. RS to contact Art Council group regarding using the meeting room next week.

Ongoing Discussion:

- 1. Hiring Committee Update (MS)
 - a. Finalize Hiring Committee participants
 - i. Hiring committee will be AF, MS, and SD.
- 2. Update from Anne O'Shea
 - a. Good response to our posting. MS to ask AO'S to expedite the interview process.
- 3. Bargaining Committee Update (MS/SG-M)
 - a. Waiting on lawyer to gain updated info on CUPE process. Current bargaining committee is SG-M and Glen Purdy.
- 4. Financial Update (AS, SD)
 - a. District Budget 2025 (SD)
 - i. SD is reviewing formats and layouts to be compliant with how the District wants to see our funds. Jenna Jensen is in communication with SD regarding specific formats. Budget is due September 15. Finance committee will meet separately to discuss specific details.
 - b. Invoicing
 - i. MS to look into a system to avoid duplication of invoices being sent to AS. MS will contact Sunco regarding current email plan and future options. Motion made by SD to have Sunco adjust email plan. MS seconded. Carried.
 - a. PLB Grants and Reporting
 - i. PLB has extended a grant to SPL for operations use, as well as a separate grant to be used for the interlibrary loan program. Additional grant funding is available once we meet compliance requirements.

Adjournment: MS motioned to adjourn at 7:15 p.m.

Next meeting: September 24, 6:30 p.m.