

**EDSON & DISTRICT
LIBRARY BOARD**

Minutes

General Board Meeting
Wednesday, January 17, 2024
6:37 p.m.
New Temporary Library 5016 4 Ave

MISSION STATEMENT:

*The Library responds to the changing needs of the community.
It provides access to information, knowledge, resources and technology.*

Attendees: Robin Corser (Chair), Sheila Buckle (Vice Chair), Peter Taylor (Town Rep), Chad MacDonald-Winsor, Amanda Westbrook, Denise Martin, Donna Williams, Kristy Williamson, Ed Ogloza, Connie Hargreaves (Director), Sara Beck (Bookkeeper/Minute Taker)	Regrets: Lolita Tait unable to connect virtually
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Agenda Item	Discussion	Action / By
1.Welcome: Chair	Introductions for all new Board Members	
2. Timekeeper: Sheila Buckle	Motion to extend the meeting at 8:08 pm. Moved by Peter Taylor. Carried.	
3. Adopt Agenda	Change: 7.1 Fundraising Update moved to closed session. Motion to adopt the agenda as amended. Moved by Peter Taylor. Carried.	
4. Adopt November Minutes	Motion to adopt November Meeting Minutes. Moved by Amanda Westbrook. Carried.	
5. Orientation Discussion	Presentation and discussion regarding the library board's role and how it operates, review of the renovation/expansion focus and new future activities.	

6. NEW BUSINESS		
6.1 Allocation of Unreserved Funds	There are currently between \$70,000 to \$80,000 in the unreserved funds surplus from 2022 and 2023. These funds should be reallocated. Motion to transfer all donation funds received from the Furniture Fundraising Drive as of November 1st, 2023 onwards to the Capital Reserve Fund. Moved By Sheila Buckle. Seconded by Amanda Westbrook. Carried	
6.2 Tender for new auditor or Extend Present Auditor Contract	The contract for Barford, Williams, Joly and & Starkevich ends with the 2023 audit in March 2024. Motion to extend the auditor contract with Barford, Williams, Joly & Starkevich for one more year. Moved by Sheila Buckle. Seconded by Amanda Westbrook. Carried.	
6.3 Library Closure for Staff Meetings & Training.	Brief attached. Motion to reduce the operating hours from 12-6pm on the third Tuesday of the month for an operational staff meeting until the move back to the renovated location. Moved by Peter Taylor. Carried Motion to close the Library for one day a year for a PD Day as per the Director's choosing. Moved by Amanda Westbrook. Carried	
6.4 Committee Structure	Motion to restructure the Standing Committees to: Finance, Policy and Joint Labour Management Health and Safety. Moved by Peter Taylor. Carried Temporary allocations of Board members were made until our AGM in March.	
7. UNFINISHED BUSINESS /BUSINESS ARISING FROM THE MINUTES		
7.1		

8. BUSINESS REPORTS		
8.1 Library Director Report Presenter: Connie Hargreaves	As presented and attached.	
8.2 Financial Update Presenter: Connie Hargreaves	Review and Approve October-December financial statements. As there are still some unknown expenses, and some adjustments to make the approval of the financial statements has been tabled until February's meeting.	
8.3 Town of Edson Report Presenter: Peter Taylor	Attached.	
9. COMMITTEE/Other REPORTS		
9.1 Advocacy Presenter: None		
9.2 Building Presenter: Sheila Buckle		
9.3 Finance Presenter:		
9.4 Joint Labour Mgt & Safety Presenter: Connie Hargreaves	A meeting was held December 12, 2023. Minutes to follow in February.	
9.5 Mgt Personnel Presenter: None		
9.6 Policy Presenter: None	Connie has been reviewing policies and highlighting policies for priority review or creation.	
9.7 Adoption of Reports	Moved by Amanda Westbrook. Carried.	

10. CORRESPONDENCE Presenter:		
11. ROUND TABLE	The Museum's new Edson and Are Visitor Guide will be published in May and has advertising space available. The Library Director is responsible for this decision.	
12. CLOSED SESSION	Motion to start Closed Session. Moved by Kristy Williamson. Carried. Start: 8:45 pm. Motion to end Closed Session. Moved by Peter Talyor. Carried. End: 9:28 pm.	
13. NEXT MEETING	Wednesday, February 21, 2024 @ 6:30 p.m.	
14. ADJOURNMENT	Time: 9:29 pm. Moved by Peter Taylor. Carried.	

Minutes Approved and Adopted on February 21, 2024

Signed by Board Chair Roberta Corser 