✱ Insurance for Donna

✱ Ask to present to Parkland County re: funding

BOARD MEETING AGENDA

February 21, 2024

7:00 p.m.

Mission:

The Stony Plain Public Library connects the people of our community to the knowledge and cultures of the world, and to each other.

Vision:

A world without limits in the heart of the community.

Land and Treaty Acknowledgement:

Stony Plain Public Library acknowledges it is in Treaty 6 territory, the traditional territory of the Plains Cree, Woodland Cree, Beaver Cree, Saulteaux, Niisitapi (Blackfoot), Métis, and Nakota Sioux Peoples.

1. Call to order
   a. Mission and vision
   b. Land acknowledgement
   c. Introductions
2. Adoption of the agenda
3. Approval of past minutes
4. Trustee Training (Margaret Law)
5. Items for decision
   a. Annual Report (Laina Kelly)
   b. Appointment of Auditor (Dawn Horne)
   c. Online banking recommendation (Dawn Horne)
   d. Amended Budget (Laina Kelly, Dawn Horne)

   e. briefing note: PD Days

6. Items for discussion
   a. Organizational Review Report (attached separate from package)
7. Items for information
   a. Chair's report (Brenda Spitzer)
   b. Treasurer's report (Dawn Horne)
   c. Director's report (Laina Kelly)
   d. Parkland County MOA (Laina Kelly)
   e. PLSB Grant for Skill Development in Rural Alberta Application (Laina Kelly)
8. Trustees only session
9. Meeting adjournment

✱ Send Jennifer @ Servus signed Feb minutes after March meeting

Stony Plain
Public
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MINUTES OF MEETING JANUARY 17, 2024

Present: Brenda Spitzer, Milene Albers, Rokus Broere, Claire Callbeck, Kelly Eros, Laurie Haak, Councillor Harold Pawlechko, Anne-Marie Stecyk

Regrets: Dawn Horne

Guests: Dr. Margaret Law

Staff: Laina Kelly

1. The Chair called the meeting to order at 6:56 p.m.
    a. Land Acknowledgment and Statement of vision and mission of SPPL
    b. Introductions – new director, Laina Kelly
    c. Brenda Spitzer requested that all board members bring their copy of the Plan of Service to every board meeting.

2. The Chair declared the agenda adopted with the following additions:
    a. Move "Items for Discussion" under "Items for Decision"
    b. To Items for Decision, add item c: New Trustee Interview Working Group

3. The Chair declared the previous meeting's minutes adopted with the following additions:
    a. Change Carla Iachelli from "guest" to "staff"

4. Election of Board Chair
    Claire Callbeck nominated Brenda Spitzer.
    Brenda accepted the nomination and was acclaimed as Chair.

5. Election of Vice-Chair
    Brenda Spitzer nominated Claire Callbeck
    Claire accepted the nomination and was acclaimed as Vice-Chair.

6. Election of Treasurer
    Claire Callbeck nominated Dawn Horne, who had sent her acceptance of the nomination via email prior to the meeting.
    Dawn Horne was acclaimed as Treasurer.

7. Trustee Training – Finances

    Dr. Margaret Law provided a breakdown of SPPL's major funding sources (Municipality, PLSB and County) and provided information about working with funders and the board's responsibility in reviewing and reporting finances.

Stony Plain Public Library

8. Items for decision
   a. Appointing new director
      Moved that Laina Kelly by appointed as Director of Stony Plain Public Library

      Moved by: Laurie Haak

      CARRIED

   b. Signing Authority
      Moved that Laina Kelly, as Director of Stony Plain Public Library, be given signing authority for the library's financial accounts.

      Moved by: Milene Albers

      CARRIED

   c. New Trustee Interview Working Group
      Moved that Claire Callbeck, Milene Albers and Rokus Broere form a temporary working group to interview a new trustee candidate referred by the Town and report back to the board at the February meeting.

      Moved by: Laurie Haak

      CARRIED

   d. Policy Review
      i. Confidentiality of User Records
         Moved that the Confidentiality of User Records Policy be adopted as amended.

         Moved by: Kelly Eros

         CARRIED

      ii. Trustee Orientation and Training Policy
          Moved that the Trustee Orientation and Training Policy by adopted as presented.

          Moved by: Claire Callbeck

          CARRIED

Stony Plain
Public
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004
Stony Plain Public Library Board
January 17, 2024
7 pm.

iii. Staff Orientation and Training Policy
Moved that the Staff Orientation and Training Policy be adopted as amended.

Moved by: Laurie Haak

CARRIED

iv. Material Selection Policy
Moved that the policy be renamed Collection Management Policy and be adopted as amended.

Moved by: Milene Albers

CARRIED

v. Resource Sharing Policy
Moved that the Resource Sharing Policy be adopted as amended.

Moved by: Harold Pawlechko

CARRIED

vi. Persons with a Print Disability Policy
Moved that the Persons with a Print Disability Policy be adopted as amended..

Moved by: Rokus Broere

CARRIED

9. Items for information:

   a. Chair's Report
   b. Consultant's Report
   c. Director's Report
   d. Acting Assistant Director's Report

   Moved that the Chair's Report, Consultant's Report, Director's Report and Acting Assistant Director's Report be accepted as presented for information.

Stony Plain
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005
Stony Plain Public Library Board
January 17, 2024
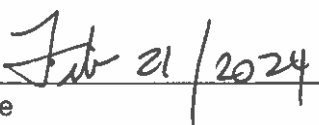7 pm.

Moved by: Kelly Eros

CARRIED

10. The board moved in-camera for the trustees only session at 7:54 p.m.
11. The board moved out of camera at 8:26 p.m.

12. Adjournment

The meeting was adjourned at 8:26 p.m.

_____
Chair

Feb 21 / 2024
Date

AB Library Statistics

Survey Report - This tab contains the Alberta Public Library Survey. It is to be filled in with current information, up to and including the Board Governance - Board Members section. All municipal and intermunicipal library boards are required to complete this report.

Annual Report - This tab contains fields to capture statistical data for the reporting year for each library service point the board operates. If the board does not operate a service point, the Annual Report fields will not be visible. Urban library boards with multiple branches in the same city are excluded from this and can report aggregate data.

Video Resources:

Completing the Public Library Survey and Annual Report using LibPAS

This webinar provides a brief overview of what the Survey and Annual Report is, and why library boards need to do it. The focus of the training is an examination of each field in the report and what the expectations are for reporting. It also demonstrates some tips and tricks on using LibPAS.

How to Access and Run Reports in LibPAS

This webinar is an introduction to using the reporting feature in LibPAS. It shows how to access reports, how to run reports, filter information and how to make use of the provided templates.

Survey Report

The Alberta Public Library Survey captures current year information.

This information is used in the *Alberta Public Library Directory*, which is produced by the Public Library Services Branch and is available at https://www.alberta.ca/alberta-public-library-directory.aspx.