

In Attendance: Dan, Marilyn, Lisa, Boyd, Linda, Bev

Regrets: Jodi, Mohammed, Bjornda, Nigel, Jessi

1. Call to Order @ 4:55pm
2. Approval of the Agenda
 - a. edited to reflect our lack of quorum, info items only addressed today
3. Approval of Minutes - **Tabled**
 - a. April minutes
 - b. May minutes – auditor requires accepted minutes for their paperwork
4. Standing reports – **Tabled**
 - a. Library Manager
 - i. Questions about how JBS vouchers work
 1. These library produced vouchers are provided to Rec Centre front desk staff who offer it to JBS employees enrolling under the city agreement program. Vouchers entitle the JBS employee to one free membership which we track via returned vouchers and will eventually invoice the City for.
 - ii. Dan requested membership info for City Council report
 - b. HR & F
 - c. BD & P
 - d. TAB
5. Treasurer report
 - a. Dan asked about V/P Adjust entries on Cheque Log
 - i. These were part of the "clean up" done by the auditor. Lisa has directions on how to make further corrections
 - b. Dan asked if Lisa feels more confident about Payroll now, answer: No, hopefully Bjornda can observe payroll again this month to help explain the auditor instructions.
 - c. Dan asked about reconciliation
 - i. This month was much cleaner and quicker due to the auditor's "clean up"
6. Correspondence
 - a. For Info Only - Shortgrass Library Board will hold their annual "away" meeting at Brooks Public Library on September 20th, 2017
7. Old Business
 - a. Policy review status/ schedule - tabled
 - b. Fundraising update - none

Board Chair: Mohammed Idnin

Library Manager: Boyd

Date: _____

- c. Project update - none
- d. 2016 Financial audit – completed?
- e. Board vacancy - none
- f. Genealogical Society agreement
 - i. Lisa presented Mohammed's email and suggestion to form a contract negotiating committee comprised of Mohammed, Dan, Lisa and one other (perhaps Marilyn as she has been part of discussions previously).
 - ii. Alternate suggestion discussed - Invite Genealogical Society to present and discuss at September's Board meeting (to eliminate an increase of meetings)
 - iii. Lisa's concern: Should the genealogical Society join us, will they understand that their day-to-day operational concerns should be brought to her, not forwarded over her head to the board or a board committee each time.
- g. Financial audit CFP
 - i. No motion required, but an emailed response from each absent board member confirming that they have reviewed this document for questions and errors is requested
 - ii. Dan is under the impression that there is a listserv or website that our RFP can be posted on in order to access unbiased distribution – Lisa will research
- h. Telephone lines
 - i. There are outgoing lines in the library for conducting business, but we are still inaccessible to the public as there was a delay in porting the lines from Telus (they refused to release them due to an uncancelled request to move them to the new location).
 - ii. Lines/numbers should be ported on June 27th

8. New Business

- a. HR & F Policy approvals/ review/ deletion - **Tabled**
 - i. HR.1 – Terms of Employment
- b. BD & P Policy approvals/ review/ deletion - **Tabled**
 - i. HR.2 – Code of Conduct
- c. Old Shelving
 - i. Out of old building by end of May
 - ii. Some shelving sold as "Fundraiser" (approx. \$2000)
 - iii. Older shelving from basement disposed of as there was little time and resources and nowhere to store it.
 - iv. Prairie Pioneers retained some items (filing cabinets, desk, cabinetry, etc. – suggested value \$1000). Donation still to be negotiated.

Board Chair: _____

Library Manager: _____

Date: _____

- d. Shortgrass BBQ report
 - i. Marilyn's report attached
 - ii. Presenter documents attached
 - iii. Perhaps we could include directions in our agenda to help us keep on task and efficient (IE: "motion required" or "for information only")
 - iv. Some questions about how to get the board package out for review sooner and discussion on restrictive timing of financial reports and scope of LM Report
 - e. Newell County library board
 - i. Dan had received further info prior to meeting
 - ii. County of Newell Library Board is our equivalent in the County. Because they manage more than one library, some larger centres (Rosemary, Duchess, Bassano, etc.) have had their "Friends of the Library" Society contracted to act in place of the board to manage day-to-day requirements.
9. Board Development - none
10. In-Camera – **Tabled**
11. Discussion Re: need for meeting in July?
 - a. Yes, because we have so much outstanding from this meeting
 - b. Perhaps August could be a month off?
12. Motion to Adjourn @5:50pm

Next Board meeting is July 24, 2017 @ 5:00pm

Board Chair: _____

Library Manager: _____

Date: _____