

In Attendance: Lisa, Linda, Marilyn, Jodi, Jessi(arrived @6:22), Bjornda, Dan, Levi

Regrets: Mohammed, Boyd, Michael

1. Call to Order – 5:32pm
2. **Motion to Approve the Agenda as Amended, Dan** **PASSED**
3. **Motion to Accept February Minutes, Jodi** **PASSED**
4. **Motion to Accept Standing Reports, Bjornda** **PASSED**
 - a. Library Manager, Report detailing job responsibilities for each staff member.
 - b. Development Meeting, new vision and mission statement and plan of service plan presented. Survey response update: Emails sent to 40 specific people were asked to participate in a survey-35 people said yes and with 19 responding (resulting in a cross section)
 - c. HR & F, Correction Linda present, Bev regrets
 - d. TAB, no rep present
5. **Motion to Accept Treasurer Report, Marilyn** **PASSED**
6. Correspondence
 - a. Shortgrass Clippings – nice features about Brooks initiatives (108 lbs collected for Maddy's Fridge program where patrons could exchange food bank donations for fines).
 - b. Email from Shortgrass - The province will be invested a one-time amount for Hoopla services until their audiobook vendor RFP is completed (Shortgrass portion is \$31K).
 - c. Shortgrass Letter – summary of allotment funds. Discussion re: amount of excess funds. Library manager will look at sister libraries requests and see what we can purchase.
7. Old Business
 - a. Policy review status/ schedule- on schedule
 - b. Fundraising update (Recognitions) –quotes have come in. Shelving has been measured. Dan following up on fireplace quote.
 - c. Genealogical Society agreement- shelving has been the delay
 - d. Board retreat/ 2018 Plan of service/Questionnaire- #8 from our questionnaire was a ranking of Library Service Responses(from the province) resulting in #1 for this was our highest response, #10 second, #4 third, # 15 fourth, #9 was fifth.
 - i. Setting Priorities - the board need to pick three to five library service responses, then the staff will look at choices. Board choices **#9 Know Your Community: Community Resources and Services, #4 Connect to the online world, #10 & 5 combined Learn to read and write: adult, teen and family literacy + create young readers: early literacy**
 - e. Storage room situation- good Friday electrical is scheduled to be run

- f. Spring Gala
 - g. Minister's award- link will be sent to board members and staff to share, as public can vote for our library
 - h. SALC Report
 - i. Library Manager Annual Evaluation
8. New Business
- a. HR & F Policy
 - i. **Motion to Approve HR.2 Grievances Policy, Levi** PASSED
 - ii. **Motion to Approve HR.8 Violence and Harassment Policy, Marilyn** PASSED
 - b. BD & P PolicY - none
 - c. Account Redistribution Report
 - i. HR&F calculations: New Building Fund \$84,460.47, and Operational Funds \$185,453.60 (at end of February)
 - ii. HR&F recommendation: use savings account to house Operational Reserve of \$100,000
 - iii. **Motion to assign and transfer \$100,000 to the Operational Reserve Account, Jessie** PASSED
 - iv. HR & F to investigate ways to invest \$50,000 of the \$100,000 from the operational reserve account
 - d. Jodi is not seeking another term
9. **Motion to Move In-Camera at 7:12 pm, Dan** PASSED
- a. **Motion to End In-Camera at 7:23 pm, Marilyn** PASSED
10. **Motion to Adjourn at 7:25 pm, Jodi**

[Next Board meeting is April 23, 2018 @ 5:30pm](#)