

In Attendance: Lisa, Bjornda, Dan, Mohammed, Marilyn, Levi, Karen, Kalina, Joel

Regrets: Linda

1. Call to Order – 5:25pm
2. Welcome and New Trustee Introductions
3. **Motion to Approve the Agenda, Marilyn** PASSED
4. **Motion to Approval of Minutes, Bjornda** PASSED
5. **Motion to Accept Standing Reports, Dan** PASSED
  - a. Library Manager Report
  - b. BD & P
  - c. HR & F
  - d. TAB – no representative
6. **Motion to Accept Treasurer Report as Information, Marilyn,** PASSED
7. Correspondence
  - a. Annual LAPP feedback
  - b. Minister's Award letter
  - c. Best Practices for Alberta Public Library publication
  - d. Appointment letter for Joel Goodnough
8. Old Business
  - a. 2017 financial audit: Weaknesses Plan
    - i. Payroll, meeting T4 filing deadline – Lisa will investigate options of (1) online filing, (2) preparing and having Mactavish file, or (3) Mactavish preparing and filing and present findings to board
    - ii. Late remittances of sourced deduction – Lisa has begun submitting source deduction at the bank and will continue as long as this option remains
    - iii. Charity Receipts – Lisa has re-implement the "one active receipt book at a time" procedure that was ignored briefly during the library's 2017 Fundraising efforts.  
Dan excused himself
  - b. Policy review schedule status – final policies for both committees are presented today
  - c. New Facility/Fundraising updates
    - i. Sponsorship area recognitions are ordered
    - ii. Dan will try to resurrect/re negotiate Gift-in-Kind understanding with Frontier
  - d. Board Vacancy
    - i. County Rep position has been separated from Board member position, Lisa is continuing to help County Library Board find a rep
    - ii. Board application tabled until more applicants can be reviewed at one time
  - e. Board Committees assignments
    - i. **Motion to Assign 3 new Board members to BD&P Committee, Levi** PASSED
    - ii. HR&F – Bjornda (Treasurer and Chair), Levi, Linda
    - iii. BD&P – Marilyn (Chair), Joel, Karen, Kalina
  - f. CFEP grant refund
    - i. Lisa talk to Russ, Mohammed to discuss
    - ii. Lisa to source baffle quotes
9. New Business
  - a. HR & F Policy
    - i. **Motion to Approve G.7 Staff Orientation and Education, Joel** PASSED
  - b. BD & P Policy
    - i. **Motion to Approve G.1 Board Trustee Recruitment and Membership Policy as amended, Bjornda** PASSED
    - ii. **Motion to Approve G.2 Trustee Orientation and Education Policy, Joel** PASSED
  - c. AB Culture Days (Board Volunteers) – Joel and Mohammed
  - d. City funding formula
    - i. HR&F will explore more formulas while determining 2019 budget
  - e. HR&F Best Practices guidelines

10. **Motion to Adjourn, 7:50@ pm, Levi**

**Next Board meeting is October 22, 2018 @ 5:30pm**



Committee Chair: \_\_\_\_\_  
 Library Manager: \_\_\_\_\_