

**EDSON & DISTRICT
LIBRARY BOARD**

**General Board Meeting
Wednesday, April 17, 2024
6:35 p.m.
New Temporary Library 5016 4 Ave**

Minutes

MISSION STATEMENT:

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

<p>Robin Corser (Chair), Sheila Buckle (Vice Chair), Peter Taylor (Town Rep), Chad MacDonald-Winsor, Ed Ogoza, Donna Williams, Denise Martin, Kristy Williamson, Sara Beck (Bookkeeper/Minute Taker), Connie Hargreaves (Interim Director)</p>	<p>Regrets: Amanda Westbrook</p>
--	---

Agenda Item	Discussion	Action / By
1. Welcome: Chair		
2. Timekeeper: Sheila Buckle	Motion to Extend Meeting at 8:22 pm. Moved by Sheila Buckle. Carried.	
3. Adopt Agenda	Moved by Donna Williams. Carried.	
4. Adopt March AGM Minutes and General Board Meeting Minutes	Adopt March 20, 2024, AGM Minutes. Moved by Kristy Williamson. Carried. Adopt March 20,2024 General Board Meeting Minutes. Moved by Peter Taylor. Carried.	
5. BUSINESS REPORTS		
5.1. Library Director Report Presenter: Connie Hargreaves	Attached.	
5.2. Financial Update Presenter: Connie Hargreaves	Attached.	

	<p>The Town of Edson has been contacted regarding the first installment of the 2024 funds. They are running slightly behind and will send the first two installments shortly.</p> <p>Motion to Approve the January to March 2024 Financials as presented.</p> <p>Moved by Peter Taylor. Seconded by Chad MacDonald-Winsor. Carried.</p>	
<p>5.3. Town of Edson Report Presenter: Peter Taylor</p>	<p>Attached.</p> <p>The Town of Edson and Yellowhead County have approved the funding for the Multiplex.</p>	
6. COMMITTEE/Other REPORTS		
<p>6.1. Renovations & Expansion Presenter: Sheila Buckle</p>	<p>The progress on the renovations is going well. The drywall is installed. The schedule of completion is predicted to be a week or two behind. There will be an opportunity for a sneak peek closer to completion for the Members of the Board.</p> <p>Initially there will be a soft opening. Once everything is fully completed there will be a Grand Opening. Steve from The Town of Edson will be contacted to see if the town would be willing to take over the organizing of the Grand Opening. Peter will follow up with the Town Administration.</p>	
<p>6.2. Finance Presenter: Sheila Buckle</p>	<p>Nothing to present.</p>	
<p>6.3. Policy Presenter: Connie Hargreaves</p>	<p>Attached.</p> <p>It is requested that the library close again on Tuesday April 23, 2024, for a staff meeting to continue planning for the move back to the renovated building.</p> <p>Motion to close the library from 10-12pm on April 23, 2024 for a staff meeting regarding planning for the move.</p> <p>Motion to move the Policy discussion to the Closed Session.</p> <p>Moved by Donna Williams. Carried.</p>	
<p>6.4. Adoption of Reports</p>	<p>Moved by Sheila Buckle. Carried.</p>	

<p>7. UNFINISHED BUSINESS /BUSINESS ARISING FROM THE MINUTES</p>	<p>7.1. Amend Motion 8.5 in March 2024 General Board Meeting</p> <p>(original motion approved the purchase of furniture, shelving and equipment up to a maximum of \$81,500)</p> <p>Discussion: We have had a good month for fundraising and can now increase the Board approved amount to purchase furniture, shelving and equipment (including public computers) for our move back. Donation amounts as of April 17 are as follows:</p> <p>2024 Donations received in-hand = \$76,500 2024 TC Energy confirmed commitment to be used for public computers = \$7500 2024 Committed donations but not yet received (excluding TC Energy) = \$5000</p> <p>Motion to amend Motion 8.5 from the March 2024 General Board Meeting to approve the purchase of furniture, shelving and equipment up to a maximum amount of \$125,763. This purchase will be funded from a combination of money allocated from the following sources:</p> <p>Capital Expenditures Reserve: Allocation of \$12,800.00 (no change) Unrestricted Surplus: Allocation of \$10,000 (no change) Deferred Revenue account for the 2022 and 2023 targeted Furniture/Equipment Donations in the 2023 financial audits: Allocation of \$ 18,953 (no change) Deferred Revenue account for the Furniture/Equipment donations received up to April 17, 2024: Allocation of \$76,500 (Changed from \$48,761)</p> <p>TC Energy committed donation for purchase of public computers: Allocation of \$7500 (not in original motion)</p> <p>Total Allocation = \$125,763 (total new allocation).</p> <p>Moved by Peter Taylor. Seconded by Denise Martin. Carried.</p> <p>Availability.</p>
<p>7.2. Chamber of Commerce Trade Show – Fundraising/Advocacy Presenter: Connie Hargreaves</p>	<p>Help is required as there is only one employee available to work at The Trade Show. A schedule with timeslots will be available for board members to sign up for volunteering. The hours will be Friday 12-8pm and Saturday 10-4pm.</p> <p>The silent auction will be promoted at The Trade Show. Posters with the QR code on them will be on display.</p> <p>The Town of Edson has inquired if the Library will have a presence at the Canada</p>

	<p>day festivities. As the staff will be very busy setting up at the permanent location preparing to reopen, the invitation will be declined this year.</p>	
<p>7.3. Silent Auction Update Presenter: Robin Corser</p>	<p>There are over 100 items donated for the Silent auction at this time. A poster will be created with all the information and a QR code to be used at the Trade Show as well as other media outlets. Local schools and other organizations will be contacted to inquire if they can promote and distribute information regarding the silent auction as well. Encourage participation in the auction. VIBE Cycle Ride on Friday night to raise money for the Library. Encourage people to attend.</p>	
<p>8. NEW BUSINESS</p>		
<p>8.1. Furniture Coordination Presenter: Sheila Buckle</p>	<p>Discussion:</p> <ol style="list-style-type: none"> 1. CFEP grant application was submitted the first week of April for \$125,000. 2. Single sided shelving, children's mobile shelving, children's computer table and the magazine bins are on order from JM&C with delivery expected the second week of June. The order amount is \$70,885.37 excluding GST. JM&C had the lowest cost for the single sided shelving and was the only vendor to quote the children's table and the magazine bins. 3. Discussions are underway with a different vendor to purchase the soft furniture and miscellaneous items for the children, teen and reading room areas. Expect this order to be under \$30,000 with delivery expected the second week of June. This vendor quoted the lowest cost for the soft furniture during the RFQ process. 4. Ten (10) computer desks will need to be ordered next month. Expected cost under \$6000. 5. Seven (7) public computers and two (2) iPads and accessories will need to be ordered next month. Expected cost under \$10,000. 6. Four (4) book carts need to be ordered. Expected cost \$3200. <p>Total estimated purchase order amount needed is close to \$120,100 as listed above. We will have enough money approved with the amended motion 7.1 above (\$125,763) to purchase all the above highest priority items.</p>	

<p>8.2. Security and Camera Setup</p>	<p>Expect quotations this week from the two primary contractors that we currently use for both the camera and security systems.</p> <p>Decision needed: Will the Board support the decision to obtain two competitive quotations from the contractors that we trust to supply these services and not attempt to find a third vendor to provide a quotation for the security system and for the camera system reinstallation?</p> <p>Consensus from the Board is that two (2) local competitive quotes for this work would be acceptable and a third quotation would not be required. There will be an upcoming email motion to approve the vendor chosen to do the work.</p>
<p>8.3. Moving Back</p>	<p>Discussion:</p> <ol style="list-style-type: none"> Decision needed: Moving Company. Do we need to repeat the process to try to obtain three quotes or can we use the quotation process that was followed last year for the to move out of the library as the basis to choose the same contractor to move us back into the library. Last year we received only two quotations after contacting multiple moving companies. The low bid was under \$25,000. The other bid was over \$100,000. <p>Consensus from the Board is that we can treat the move back as a continuation of the scope of work that was competitively quoted for the move out of the library into the temporary locations, and no additional quotes will be required for the move back to the library this year. We will use the same moving company for the move back (Highland Movers).</p> <ol style="list-style-type: none"> Move back tentatively scheduled for the first week of June but this may push into the 2nd or 3rd week of June depending on Bird's next schedule update and delivery date for the shelving from JM&C.
<p>8.4. Plan of Service Presenter: Connie Hargreaves</p>	<p>Attached.</p> <p>The Board agreed to accept the Plan of Service after some minor adjustments. Motion to approve the Plan of Service as presented.</p> <p>Moved by Peter Taylor. Carried.</p>
<p>8.5. Committee Membership</p>	<p>No changes to the Committee members at this time.</p>
<p>9. CORRESPONDENCE</p>	
<p>10. ROUND TABLE</p>	

<p>11. CLOSED SESSION</p>	<p>Motion to start Closed Session Moved by Sheila Buckle . Carried. Start: 8:23 pm Motion to end Closed Session. Moved by Kristy Williamson. Carried. End: 8:50 pm Motion to approve the Hours of Operation Policy as amended. Moved by Peter Taylor. Carried. Motion to approve the OH&S Policy as amended. Moved by Donna Williams. Carried. Motion to approve the Working Alone Policy as amended. Moved by Kristy Williamson. Carried.</p>	
<p>12. NEXT MEETING</p>	<p>Wednesday, May 15, 2024 @ 6:30 p.m.</p>	
<p>13. ADJOURNMENT</p>	<p>Time: 8:55 p.m. Moved by Sheila Buckle Carried.</p>	

Minutes Approved and Adopted on May 15, 2024

Signed by Board Chair Robin Corser *R Corser*