

EDSON & DISTRICT LIBRARY BOARD

Minutes

General Board Meeting
 Wednesday, February 21, 2024
 6:37 p.m.
 New Temporary Library 5016 4 Ave

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

Attendees: (By Zoom), Ed Ogloza, Denise Martin, Kristy Williamson, Sara Beck (Bookkeeper/Minute Taker), Connie Hargreaves (Interim Director)	Robins Corser (Chair), Sheila Buckle (Vice Chair), Peter Taylor (Town Rep), Lolita Tait	Regrets: Chad MacDonalld-Winsor, Donna Williams and Amanda Westbrook
---	--	--

Agenda Item	Discussion	Action / By
1. Welcome: Chair		
2. Timekeeper: Peter Taylor		
3. Adopt Agenda	Moved by Peter Taylor. Carried.	
4. Adopt January Minutes	A small spelling mistake to be corrected. Moved by Sheila Buckle. Carried.	
5. BUSINESS REPORTS		
5.1. Library Director Report Presenter: Connie Hargreaves	Attached. <ul style="list-style-type: none"> At the Fire season meeting the discussion centered around the procedures to be put in place and the responsibilities of the library in the event of another wildfire season. How crucial it is to provide free Wi-Fi space for evacuees. 	

5.2. Financial Update

Presenter: Connie Hargreaves

Attached.
Review 2023 YTD report

Motion to approve the 2023 YTD financials as presented.

Moved by Peter Taylor. Seconded by Kristy Williamson. Carried.

Review the January 2024 financial statements.

- The amounts for Yellowhead County and the Tourmaline donation are showing up in Services as opposed to their proper accounts. That will need to be corrected as soon as possible.

Motion to accept the January 2024 financials as information.

Moved by Denise Martin. Seconded by Sheila Buckle. Carried.

5.3. Town of Edson Report

Presenter: Peter Taylor

Attached.

- The Town of Edson will be hosting their Mayor's Golf Tournament on August 23, 2024. It would be a great event for the library to have a table there for fundraising and share information with the public. Perhaps there could be a 50/50 raffle through the Friends of the Library group. To be discussed in more at depth later.

6. COMMITTEE/Other REPORTS

6.1. Renovations & Expansion

Presenter: Sheila Buckle

Yellowhead County Council denied our request for more funding towards the renovation/expansion. We also received notice that we did not receive the GICB Grant.

The Town of Edson has re-confirmed that the renovation and expansion project is fully funded and will be completed as planned.

6.2. Finance

Presenter: Sheila Buckle

6.3. Fundraising

Presenter: Sheila Buckle and Robin Corser

As of November 1st, 2023 we have received \$47,845.00 in donations. Sheila has been working on online applications to hopefully receive further donations.

Motion to transfer \$10,850.65 into the Capital Expenditures Reserve. These donations were received for the Renovation/Expansion Project prior to the current fundraising drive.

Moved by Sheila Buckle. Seconded by Peter Taylor. Carried.

	<p>Motion to transfer all money received in furniture sales in 2023 and 2024 into the Capital Expenditures Reserve.</p> <p>Moved by Sheila Buckle. Seconded by Peter Taylor. Carried.</p> <p>Silent Auction Bonnie Pillage and Robin are getting a list together for people to contact and request items for the silent auction. Cash donations, auction items or both are being requested. The online Silent Auction will begin on April 26th at the Trade Show.</p>	
<p>6.4. Joint Labour Mgt & Safety Presenter: Connie Hargreaves & Robin Corser</p>	<p>Attached.</p> <p>Review December 2023 minutes of JLMHS meeting.</p>	
<p>6.5. Policy Presenter: Connie Hargreaves</p>	<p>Committee membership update.</p> <p>Chad has stepped down from the Policy committee, Denise and Lolita will be on the committee.</p> <p>Moved by Sheila Buckle. Carried.</p>	
<p>6.6. Adoption of Reports</p>		
<p>7. UNFINISHED BUSINESS /BUSINESS ARISING FROM THE MINUTES</p>		
<p>7.1.</p>		
<p>8. NEW BUSINESS</p>		
<p>8.1. Furniture Coordination DCR Presenter: Sheila Buckle</p>	<p>Motion to approve Reimagine Architects Furniture Coordination Additional Design Change Request (DCR #12) for \$3,630 to be paid from the Capital Expenditures Reserve.</p> <p>Moved by Sheila Buckle. Seconded by Peter Taylor. Carried.</p>	
<p>8.2. Annual Report Presenter: Connie Hargreaves</p>	<p>Attached</p> <p>Motion to approve 2023 Annual Report for submission to PLSB.</p> <p>Moved by Peter Taylor. Carried.</p>	
<p>8.3 Chamber of Commerce Trade Show – Fundraising/Advocacy Presenter: Connie Hargreaves</p>	<p>The Trade Show will take place April 26-27, 2024. The library will have a booth set up to promote the Renovation/Expansion project and donations. Some details will need to be decided such as printing large posters to display.</p> <p>There will be plenty of opportunity for Board Members to come and volunteer.</p>	

9. CORRESPONDENCE Presenter:		
10. ROUND TABLE		
11. CLOSED SESSION	Motion to start Closed Session. Moved by Kristy Williamson. Carried. Start: 8:03 pm. Motion to end Closed Session. Moved by Peter Taylor. Carried. End: 8:34 pm. Motion to approve the 2024 Revised Budget with Total Revenues of \$681,035 and Total Expenses of \$681,035 as reviewed in the Closed Session. Moved by Sheila Buckle. Seconded by Ed Ogiwoza. Carried.	
12. NEXT MEETING	Wednesday, March 20, 2024 following the AGM (at 6 pm).	
13. ADJOURNMENT	Time: 8:36 pm. Moved by Sheila Buckle. Carried.	

Minutes Approved and Adopted on March 21, 2024

Signed by Board Chair Robin Corser 