

EDSON & DISTRICT LIBRARY BOARD

Minutes

General Board Meeting
 Wednesday, March 20, 2024
 ~7:37 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: Robin Corser (Chair), Sheila Buckle (Vice Chair), Peter Taylor (Town Rep), Amanda Westbrook, Ed Ogloza, Donna Williams (Via Teams), Denise Martin, Kristy Williamson, Sara Beck (Bookkeeper/Minute Taker), Connie Hargreaves (Interim Director)	Regrets: Chad MacDonald-Winsor
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Agenda Item	Discussion	Action / By
1. Welcome: Chair	Received Resignation Letter from Lolita Tait on March 5 th , 2024.	
2. Timekeeper: Peter Taylor		
3. Adopt Agenda	Amendment to add 8.8 Discussion about opening another investment account to accept investment donations. Moved by Peter Taylor. Carried.	
4. Adopt February Minutes	Moved by Amanda Westbrook. Carried.	
5. BUSINESS REPORTS		
5.1. Library Director Report Presenter: Connie Hargreaves	As Attached. <ul style="list-style-type: none"> • -G drive running out of memory. The number of pictures will have to be decreased and moved to a memory stick. • -The Infographic annual report had an incorrect number entered for E-Resources. Connie has contacted YRL to correct this and will be noted that this could be a recurring problem. • -Food for fines will be moved to October. • -YRL will be purging old accounts and fines of patrons. 	

<p>5.2. Financial Update Presenter: Connie Hargreaves</p>	<p>As Attached. Motion to accept the financials as presented. Moved by Amanda Westbrook. Seconded by Kristy Williamson. Carried.</p>
<p>5.3. Town of Edson Report Presenter: Peter Taylor</p>	<p>As Attached. There will be an application process for usage of town property for events.</p>
<p>6. COMMITTEE/Other REPORTS</p>	
<p>6.1. Renovations & Expansion Presenter: Sheila Buckle</p>	<p>The latest schedule from Bird has the library moving back into the Library the last two weeks of May. Full handover of the library from Bird to the library staff would be mid-June after they complete commissioning, final occupancy permit inspections, and demobilize from site.</p>
<p>6.2. Policy Presenter: Connie Hargreaves</p>	<p>There have been 2 policy meetings held to date. The goal is to have a couple policies completed to review and pass at the April meeting.</p>
<p>6.3. Adoption of Reports</p>	<p>Moved by Amanda Westbrook. Carried.</p>
<p>7. UNFINISHED BUSINESS /BUSINESS ARISING FROM THE MINUTES</p>	
<p>7.1. Trade Show Volunteers</p>	<p>The Trade Show is Friday, April 26th from 12 to 8 pm & Saturday, April 27th from 10 to 4 pm. Please consider times you are available to volunteer. A presence at the Trade Show is needed to push the silent auction and the book sale.</p>
<p>7.2 Silent Auction Update</p>	<p>Discussion: Silent Auction could run from April 26th to May 10th. A minimum of 50 items is required but reaching the goal of 100-150 would be preferable.</p>
<p>8. NEW BUSINESS</p>	
<p>8.1 Northern Metallic Offer Presenter: Robin Corser</p>	<p>Northern Metallic has offered to donate the money received at their customer appreciation event in June (possibly the 18th or 19th) to us. They would need two or three people from 10 am to 3 pm.</p>
<p>8.2 Review of Donor Levels</p>	<p>1. <i>Social media recognition discussion. What donation amount should trigger a social media post if a donor wants to be recognized on social media? This applies to both corporate and individual donations.</i></p>

	<p>Adjust the donation requirement amount for social media. Ask anyone who donates if they would like to be recognized on social media.</p> <p>2. How do we increase awareness and interest?</p> <p>QR code to scan at the trade show linking the silent auction.</p>
<p>8.3 Rescind Motion 6.1 on January 17, 2024, Minutes</p>	<p><i>Motion 6.1: Motion to transfer all donation funds received from the Furniture Fundraising Drive as of November 1st, 2023, onwards to the Capital Reserve Fund. Moved by Sheila Buckle. Seconded by Amanda Westbrook. Carried</i></p> <p>The accountants have determined that all donated funds must be held in a Deferred Revenue account and cannot be transferred into a reserve fund.</p> <p>Motion to rescind Motion in 6.1, January 17, 2024, Minutes.</p> <p><i>Moved by Sheila Buckle. Seconded by Kristy Williamson. Carried</i></p>
<p>8.4 Rescind Motion 6.3 on February 21, 2024 Minutes</p>	<p><i>Motion 6.3: 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.</i></p> <p>The accountants have determined that all targeted donated funds must be held in a Deferred Revenue account and cannot be transferred into a reserve fund.</p> <p>Motion to rescind Motion in 6.3, February 21, 2024, Minutes.</p> <p><i>Moved by Sheila Buckle. Seconded by Amanda Westbrook. Carried</i></p>
<p>8.5 March 2024 Furniture and Shelving Purchase Approval and Funding Sources</p>	<p>Discussion of allocation of available funds that could be used to pay for furnishings and equipment:</p> <ul style="list-style-type: none"> • Use of Capital Reserve for camera installation, security system and telephones. Decision as to how much of the Capital Reserve to allocate to the furnishing fund. • Use of expected remaining funds in the Future Expansion Reserve to pay for a portion of the move back to the library. • Deferred Revenue (donations received) amount to allocate to the purchase of furnishings. • Unreserved Surplus amount to allocate to the purchase of furnishings. <p>Motion to approve the purchase of furniture and shelving and equipment up to a maximum amount of \$ 81,500. 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</p>

	<p>Unrestricted Surplus: Allocation of \$10,000</p> <p>Deferred Revenue account for the 2022 and 2023 targeted Furniture/Equipment Donations in the 2023 financial audits: Allocation of \$ 18,953</p> <p>Deferred Revenue account for the Furniture/Equipment donations received up to March 20, 2024: Allocation of \$48,761</p> <p>Moved by Denise Martin. Seconded by Donna Williams. Carried.</p>
<p>8.6 Additional Possible March 2024 Donations</p>	<p>If we receive additional donations before the end of March that are significant enough to affect the March 2024 furniture and shelving purchase order(s) an e-mail motion will be sent out to the Board for approval to allocate these additional donation funds towards the purchase orders.</p>
<p>8.7 CFEP Grant Application</p>	<p>The funds approved from the various sources in the section 8.3 motion and the possible section 8.4 e-mail motion will be used as matching funds for the purposes of the CFEP grant application. The intent will be to apply for the CFEP grant before we commit to paying the 50% of the furniture purchase order price up front that is required when the purchase order(s) are placed with the vendors.</p>
<p>8.8 Opening an Investment Account</p>	<p>There has been an offer from a business to donate stocks.</p> <p>Motion for the Board to authorize Sheila and Robin to set up an investment cash account with a major bank to handle charitable donations of stocks, with both Board members noted being signing authority.</p> <p>Moved by Denise Martin. Seconded by Amanda Westbrook. Carried.</p>
<p>9. CORRESPONDENCE Presenter:</p>	<p>Hinton Library 40th Anniversary celebration Mar 23, 2024</p> <p>Stronger Together Conference Oct 3 – 4, 2024</p>
<p>10. ROUND TABLE</p>	
<p>11. NEXT MEETING</p>	<p>Wednesday, April 17, 2024 @ 6:30 p.m.</p>
<p>12. ADJOURNMENT</p>	<p>Time: 9.16 p.m.</p> <p>Moved by Kristy Williamson. Carried.</p>

Minutes Approved and Adopted on April 17, 2024

Signed by Board Chair Robin Corser 