



RED DEER LIBRARY BOARD
6:30 p.m. Thursday, March 27, 2014
Waskasoo-Kiwanis Meeting Room

AGENDA

Welcome & Chair's Remarks

Conflict of Interest Declaration

Approval of Consent Agenda

16. Approval of Agenda
17. Approval of Minutes of the Previous Meeting (February 27, 2014)
18. Report from the Planning & Finance Committee
 - a. Approval of Financial Statements of January 31, 2014 and February 28, 2014
19. Report from the Personnel & Administration Committee
 - a.
20. Friends of the Library report
21. RDPL Centennial Committee report
22. Acceptance of the Managers' reports & Library statistics

Items for Decision

18. Planning and Finance Committee
19. Personnel and Administration Committee

Strategic Discussion and Board Development

Adjournment



open for discovery

RED DEER LIBRARY BOARD
6:30 p.m. Thursday, February 27, 2014
Waskasoo-Kiwanis Meeting Room

MINUTES

Present: Lisa Wakefield (Chair), Christina Wilson (CEO), Sylvia Bolkowy, Verda Lee Gilchrist, Jim Taylor, Lionel Lustgarten, Jackie Ammeter, Amy Collins, Mark Waters, Jannie Ypma (Minutes)

Regrets: Buck Buchanan, Leah Tymko

Guests: Grant Stange from Collins Barrow
Jill Griffith, Manager, Youth Services

Welcome & Chair's Remarks

Lisa called the meeting to order at 6:30 p.m.

A warm welcome is extended to new Board member, Jackie Ammeter.

Conflict of Interest Declaration

No conflict of interest to declare.

Approval of Consent Agenda

8. Approval of Agenda
9. Approval of Minutes of the Previous Meeting (January 30, 2014)
10. Report from the Planning & Finance Committee
 - a. Approval of Financial Statements of January 31, 2014
11. Report from the Personnel & Administration Committee
 - a. CEO Evaluation
12. Friends of the Library report
13. RDPL Centennial Committee report
14. Acceptance of the Managers' reports & Library statistics

Amendments to the Agenda:

- Move out of the consent agenda
 - CEO report
 - RDPL Centennial Committee

MOTION: To adopt the consent agenda as presented with amendments stated above.
BOLKOWY / LUSTGARTEN / CARRIED

Items for Decision

10. Planning and Finance Committee

b. Audit Plan 2014

The Board welcomed Grant Stange from Collins Barrow. Grant presented the 2013 Audit Report as prepared by Collins Barrow. Everything is fairly represented on the financial statements. The majority of the funding is from municipal sources and there are no issues or concerns. The Planning and Finance Committee is drafting a fraud policy. There is a plan in place to purchase books for the year as described by the budget. There was a question regarding the large amount of cash in the library bank accounts. Any plan for re-investing this money needs to consider staff time involved in relation to the expected return on the investment. The audit went very well and Grant thanked the library staff for their gracious cooperation. Christina commended the Collins Barrow staff on their friendly, efficient and unobtrusive work done on the audit while at the library.

MOTION: To approve the 2013 Financial Statements as presented by Grant Stange.
BOLKOWY / GILCHRIST / CARRIED

11. Personnel and Administration Committee

a. CEO Evaluation

The results of the CEO evaluation were very positive. The CEO's probation is complete and successful.

MOTION: In light of the successful results of the CEO evaluation, Christina Wilson's probation will be considered complete and successful.
COLLINS / BOLKOWY / CARRIED

15. Other items for decision

a. Letter to the Minister of Municipal Affairs

- Sample advocacy letters were shared from several public libraries congratulating the new Minister of Municipal Affairs and advocating that provincial funding support be changed to reflect actual population numbers, or per capita population numbers instead of the capped Census population numbers. Information received from the Public Library Services Branch suggested that such letters may affect the funding of core library services such as the SuperNet and so it was recommended that Red Deer Library Board not issue a similar letter.

b. CEO Report

A question arose regarding whether the new format of the Manager reports was the best way to present information and the reason for the change. Some Board members are in favour of the new format. It helps to relate library programs and events to the strategic plan and mission so that Board members can see monthly how staff activities are achieving their goals.

- A question arose regarding the CEO's OLA conference report regarding the library as community space. Lionel suggested that the Board explore this idea further. Christina replied that this session featured a leader in the museum to create a happening, community space. The idea can be explored further within the Planning and Finance Committee, leading up to the library's service plan evaluation.

c. RDPL Centennial Committee

- Duke Thompson – A concert has been scheduled for Saturday, April 5, 2014 at 7:30 p.m. in the Snell Auditorium.
- Birthday party – The official birthday of the library is April 23. A cake and refreshments will be offered at both branches on that day.
- A free library membership card for the month of April for the residents of Red Deer will be offered.

MOTION: To provide free library membership cards to the residents of the City of Red Deer for the month of April providing that this program is financially feasible.
WAKEFIELD / WATERS / CARRIED

Strategic Discussion and Board Development

- Presentation: A day in the life of Manager, Youth Services, Jill Griffith
 - The Board welcomed Jill to the meeting.
 - Jill presented a fun-filled, action-packed outline of several days in the life of a Youth Services Manager.
- Board Chair discussion of Board SMART goals, with video
 - Lisa introduced the concept of goal-setting using the SMART goal philosophy. Board members are asked to watch the video online and be prepared to discuss at the next meeting.

Adjournment

Jim made a motion to adjourn at 8:13 p.m.

Approved _____
Lisa Wakefield (Chair)