



open for discovery

RED DEER LIBRARY BOARD
6:30 p.m. Thursday, September 25, 2014
Waskasoo-Kiwanis Meeting Room

MINUTES

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

Regrets: Buck Buchanan

Guests: Kristine Bugayong, CEO, Red Deer and District Community Foundation
Joanne Packham, Chair, Board of Directors, Red Deer and District Community Foundation

Welcome & Chair's Remarks

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

Red Deer and District Community Foundation

Lisa introduced Kristine Bugayong and Joanne Packham and asked them to share their presentation of the Red Deer and District Community Foundation. A package containing information about the Foundation was given to each of the Board members. Kristine gave a history of the foundation and a description of the mandate of the Foundation. Joanne discussed the financial policies and gave some details of the various types of funds and how money is dispersed. The investment policy focusses on low risk, conservative, long-term financial vehicles. They must follow Canada Revenue Agency guidelines and are monitored very closely by CRA.

Red Deer Public Library has 5 funds invested with the Foundation: John and Anna Olson Fund, Helen M. Dawe Memorial Fund, John and Margaret Dickson Fund, Lloyd and Evelyn McNeil Fund, and Red Deer Public Library Concert Fund. These are designated funds for the library and we do not need to apply each year to receive money from each of the listed funds.

There was time for discussion. One question asked was whether an individual could invest money with the Foundation for 30, 60 or 90 days. Kristine repeated that they are not a financial institution and only charitable organizations may invest with the Foundation. Even then money may only be invested for long term, according to their mandate of serving the community and helping the charitable organization grow a legacy that will benefit the community in perpetuity. CRA looks very closely at their investments and how funds are dispersed.

Conflict of Interest Declaration

There were no conflicts to declare.

Approval of Consent Agenda

41. Approval of Agenda
42. Approval of Minutes of the Previous Meeting (June 25, 2014)
43. Report from the Planning & Finance Committee
 - a. Approval of Financial Statements of June 30, 2014
 - b. Approval of Financial Statements of July 31, 2014
 - c. Approval of Financial Statements of August 31, 2014
44. Report from the Personnel & Administration Committee
 - a.
45. Friends of the Library report (no report available)
46. RDPL Centennial Committee report (see Managers' report)
47. Acceptance of the Managers' reports & Library statistics

MOTION: To approve the consent agenda.
COLLINS / GILCHRIST / CARRIED
Abstained: Lionel Lustgarten

Items for Decision

43. Planning and Finance Committee
Financial statements for June 2014, July 2014, and August 2014 were presented. Library membership fees are still down because of the free cards given out in April to celebrate the library's Centennial. Over the summer memberships revenues are gradually being restored. Expenditures for salaries looks good but this does not reflect the staff salaries at Timberlands. This will be shown on the next financial statements. The Blue Cross benefit package has been renegotiated: payments for staff are reduced but the library portion has increased, with a slight overall increase moving forward to 2015. Library materials budget appears underspent; Timberlands' expenditures of \$50,000 are not included in this line yet. Building operations appears underspent as it contains a reserve of \$36,000, in case of an emergency. The grants received were reviewed.

- b. Approval of Financial Statements of June 30, 2014

MOTION: To accept the financial statements to June 30, 2014
BOLKOWY / WATERS / CARRIED
Abstained: Lionel Lustgarten

- c. Approval of Financial Statements of July 31, 2014

MOTION: To accept the financial statements to July 31, 2014
BOLKOWY / GILCHRIST / CARRIED

Abstained: Lionel Lustgarten

- d. Approval of Financial Statements of August 31, 2014

MOTION: To accept the financial statements to August 31, 2014
BOLKOWY / TYMKO / CARRIED
Abstained: Lionel Lustgarten

44. Personnel and Administration Committee

MOTION: To move to “in camera” at 7:42 p.m.
GILCHRIST / LUSTGARTEN / CARRIED

MOTION: To move out of “in camera” at 8 p.m.
COLLINS / LUSTGARTEN / CARRIED

MOTION: To accept the results of the CEO evaluation.
COLLINS / TYMKO / CARRIED

MOTION: To move the CEO salary to Step 4 on the pay grid.
COLLINS / TYMKO / CARRIED

The results of the CEO evaluation show that Christina is moving in a positive direction. Christina will address any issues that were discussed.

Thank you to everyone who participated in the survey.

Strategic Discussion and Board Development

- a. Review of Survey – The Paperless Board
Christina and Lisa presented the Paperless Board project using Prezi. This will be presented at Netspeed in October and also at the Ontario Library Conference in Toronto in January 2015. There was discussion regarding the usefulness of the paperless project. Some of the Board members were very enthusiastic and others had difficulty embracing the concept. Several of the Board members expressed their thanks for Briana’s expertise (Digital Literacy Coordinator) in helping them learn to use the iPad effectively. There was discussion regarding the type of device that would best serve the paperless concept. The next step will be to determine how we will move forward with this information.
- b. Presentation by Kristine Bugayong, CEO, Red Deer and District Community Foundation
As discussed at the beginning of the minutes.

Reminder to the Board members regarding the invitation to the Official Opening of École
Barrie Wilson Elementary School and Timberlands Branch Library on October 8, 2014.

Adjournment

Leah made a motion to adjourn at 8:51 p.m.

Approved _____
Lisa Wakefield (Chair)