

RMWB Library Board Meeting Minutes

DATE: *Wednesday, February 16, 2022*

TIME: *6:00 PM to 8:00 PM*

LOCATION: *Microsoft Teams*

ATTENDANCE: *Board: Amanda MacPherson, Corinna Pirie, Jim Proudfoot, Serena Quinn, Roy Amalu
Staff: Melissa Flett*

REGRETS: *Jennifer Kennett, Shazia Mughal, Ijeoma Uche-Ezeala (IJ), Councillor Dogar Shafiq*

1. Treaty 8 Opening

Amanda called the meeting to Order at 6:08 pm. We respectfully acknowledge that Wood Buffalo Regional Library is situated on Treaty 8 Territory, the traditional lands of the Cree and Dene First Nations, and Metis Nation.

- a. Adoption of Agenda
**Motion to approve agenda made by Roy/Seconded by Corinna.
Carried**
- b. Adoption of Consent Agenda
**Motion to adopt consent agenda made by Jim/Seconded by Serena
Carried**
- c. Approval of Previous Minutes
**Motion to approve minutes of November 17, 2021 and January 19, 2022 made by
Corinna/Seconded by Jim.
Carried**
- d. Declaration of Conflict of Interest
No conflict of interest was declared.

2. New Business

- a. Public Library Survey and Annual Report
Melissa will circulate to the Board via email for review and approval.
**Motion to approve Public Library Survey and Annual Report via email and to ratify at
March 16 meeting made by Corinna/Seconded by Serena
Carried**
- b. 2021 Year End Reserves
Melissa shared the proposed internally restricted reserves for year-end 2021 as part of the financial statements' annual external audit. This review includes the Board's approval of any movement within the reserves.

Motion to approve the year end balances of the internally restricted reserves for December 31, 2021 as follows:

General Capital Reserve	841,683
Operating Reserve	522,000
Carry Forward Reserve - Rural/Outreach	288,356
Carry Forward Reserve - Special	38,161 made by Roy/Seconded by Corinna
Carried	

c. Employee Performance and Development Policy

Melissa presented a new Employee Performance and Development policy for review and approval. The policy combines a number of existing HR policies into one. Board discussed discipline process and the use of the word ‘counselling’ under step 1 warning. Melissa confirmed that language is consistent with the the Collective Agreement.

Motion to rescind 2.12 Orientations & Staff Training, 2.16 Attendance Management Policy, 2.17 Performance Evaluation Policy, 2.18 Staff Development Policy, 2.22 Unforeseen Absences Policy and to approve creation of new Employee Performance Development and Management Policy and approve Employee Performance and Development Policy as presented made by Jim/Seconded by Roy
Carried

d. Recruitment and Retention Policy

Melissa presented a revised Recruitment and Retention Policy for review and approval. The revised policy now contains smaller policies around recruitment and removed redundant information contained in other policies.

Motion to rescind 2.4 Equal Opportunity Employer and Conditions of Employment , 2.9 Job Descriptions, 2.11 Qualifications, 2.14 Vulnerable Sector Screens, and approve revised Recruitment and Retention as presented made by Corinna/Seconded by Serena
Carried

3. Advocacy Roundtable

Melissa and Amanda presented to Council on February 1, 2022. The funding request was approved in full. Board discussed concerns about the provincial budget being based on population. Discussion on masking in the library took place and Board provided support should an emergency meeting be required in advance of the province lifting restrictions.

4. Adjournment

Motion to adjourn at 7:09 pm made by Corinna/Seconded by Jim.
Carried