

RMWB Library Board Meeting Minutes

DATE: *Wednesday, November 17, 2021*

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

LOCATION: *Microsoft Teams*

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

Guests: Andrew Greary and Sanjeev Rajani; Deloitte LLP

REGRETS: *Shazia Mughal*

1. Treaty 8 Opening

Amanda called the meeting to Order at 6:03 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 Corinna/Seconded by Serena.
Carried
- b. Approval of Previous Minutes
 - September 15, 2021
 - October 20, 2021**Motion to approve minutes from September 15, 2021, and October 20, 2021, made by Jim/Seconded by Corinna.**
Carried
- c. Declaration of Conflict of Interest
No conflict of interest was declared.

2. Business Carried Forward

No business carried forward at this time.

3. New Business

- a. 2021 Audit Plan, Deloitte LLP
Andrew Greary and Sanjeev Ranjeev, Deloitte LLP, joined the meeting via Teams to present the 2020 Audit Service Plan.
Motion to approve 2021 Audit Service Plan made by Serena/Seconded by Corinna
Carried
- b. September 30, 2021, Financial Review
Melissa presented the third-quarter statement of financial position and statement of operations and accumulated surplus for information.
Motion to accept September 30, 2021, financial statements as information made by Corinna/Seconded by Roy
Carried

- c. NEW Benefits Policy
Melissa presented the new Benefits Policy. Changes include adding all benefit-related policies into one new policy.
Motion to rescind Local Authorities Pension Plan Policy, 2.23 Employee Family and Assistance Policy, 2.19 Memberships Policy and approve the new Benefits Policy made by Jim/Seconded by Jennifer.
Carried

- d. NEW Employee Conduct Policy
Melissa presented the new Employee Conduct Policy. Changes include combining several existing HR policies into one new policy and revising wording for clarity.
Motion to rescind 2.5 Code of Conduct Policy, 2.6 Conflict of Interest Policy, 2.24 Drug, Alcohol and Personal Behavior Policy, 2.8 Whistleblower Policy and approve the new Employee Conduct Policy made by Jim/Seconded by Corinna.
Carried

- e. REVISED Confidentiality of Patron Records and Personal Information Policy
Melissa presented a revised Confidentiality of Patron Records and Personal Information Policy to reflect changes to borrower ages effective January 1, 2022.
Motion to approve revised Confidentiality of Patron Records and Personal Information Policy, to take effect January 1, 2022, made by Serena/Seconded by Jim.
Carried

4. Roundtable

No discussion at this time.

5. Adjournment

Motion to adjourn at 6:48 pm made by Roy/Seconded by Serena.

Carried