

RMWB Library Board Meeting Agenda

DATE: *Wednesday, October 20, 2021*

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

LOCATION: *Microsoft Teams*

ATTENDANCE: *Amanda MacPherson, Corinna Pirie, Jennifer Kennett, Shazia Mughal, Jim Proudfoot
Melissa Flett,*

REGRETS: *Serena Quinn, Roy Amalu*

1. Treaty 8 Opening

- a. Adoption of Agenda
Amanda asked to add an in-camera session after Item 4. Roundtable.
Motion to approve amended agenda made by Jim/Seconded by Jennifer.
Carried
- b. Approval of Previous Minutes
Melissa missed sending the September minutes with the package and would include them with the October minutes.
- c. Declaration of Conflict of Interest
No conflict of interest was declared.

2. Business Carried Forward

- a. Municipal Election Advocacy
Amanda and Melissa shared an invitation to attend an orientation with the newly elected Mayor and Council on November 3, 2021. Board discussed essential topics to highlight during the presentation and the progress made on advocacy since the last election. Melissa shared the Get to Know Your Municipal Council survey.

3. New Business

- a. NEW Donations and Fundraising Policy
Melissa presented the NEW Donations and Fundraising Policy. The policy combined various donation and fundraising policies into one document. As well as added clarity to gift-in-kind material, and clarity to artwork donations and issuance of receipts.

Motion to rescind LS.4 Donations, 6.6 Fundraising and Accountability, 6.7 Gift in Kind to approve the creation of new Donations and Fundraising Policy made by Corinna/Seconded by Jim.
Carried

- b. NEW Naming Rights Policy
Melissa presented a new policy. The recommendation was based on other library policies and the importance of Naming Rights sponsorship at WBRL.

Motion to approve Naming Rights Policy made by Jen/Seconded by Corinna.
Carried

- c. Revised Collection Management Policy
Melissa presented a revised Collection Management Policy. The revisions were minor and now refer readers to the Donations and Fundraising Policy instead of repeating details.

Motion to approve revised Collection Management Policy made by Corinna/Seconded by Jim.
Carried

- d. New Employment Terms and Conditions Policy
Melissa presented a NEW Employment Terms and Conditions Policy. This new policy combines several existing HR policies into one. Board discussed revisions and asked for clarification around the retirement process and timelines. Based on the discussion, the following addition was added to provide clarity around why we ask for notice of three months as opposed to requiring three months' notice: "Failure to provide three months' notice could result in delay of pension and applicable benefits for qualified retirees." Melissa also shared a separate Exempt Employees Terms and Conditions Directive for information only.

Motion to rescind 2.1 Administrative Personnel Procedure Policy, 2.2 Annual Review Policy, 2.26 Human Resources Policy, 2.21 Flex Time Policy, 2.15 Compensation Policy, 2.20 Floater Days Policy and approve the creation of new Employment Terms and Conditions Policy made by Jennifer/Seconded by Jim.
Carried

Motion to accept Exempt Employee Terms and Conditions Directive as information by Jennifer/Seconded by Jim.
Carried

4. **Roundtable**

Melissa provided a verbal update on the status of ILS, OPAC and Website migration progress, and space redesign progress.

5. **In-Camera**

Motion to go in camera at 6:41 pm made by Jen/Seconded by Jim.
Carried

Melissa left the meeting.

Motion to go out of camera at 6:48 pm made by Corinna/Seconded by Jim.
Carried

6. **Adjournment**

Motion to adjourn at 6:48 pm made by Corinna/Seconded by Jim.
Carried