

## RMWB Library Board Meeting Agenda

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**DATE:** *Wednesday, September 15, 2021*

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

**LOCATION:** *Microsoft Teams*

**ATTENDANCE:** *Amanda MacPherson, Corinna Pirie, Jennifer Kennett, Serena Quinn, Sheila Lalonde, Jim Proudfoot, Roy Amalu  
Melissa Flett, Lindsay McFarlane*

**REGRETS:** *Serena Quinn*

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### **1. Treaty 8 Opening**

- a. Adoption of Agenda  
No changes were made.  
Motion to adopt agenda made by Jim/Seconded by Corinna.  
Carried
- b. Approval of Previous Minutes  
Motion to approve minutes of June 16, 2021 meeting, with an edit to the regrets, adding Shazia and re-moving Serena as she was in attendance, made by Corinna/Seconded by Jim.  
Carried
- c. Declaration of Conflict of Interest  
No conflict of interest was declared.

### **2. Business Carried Forward**

- a. Hours of Service Policy  
Melissa reviewed the updated Hours of Service policy as discussed at the June board meeting.  
  
Motion to approve Hours of Service Policy made by Shazia/Seconded by Sheila  
Carried
- b. 2022 Operating Budget – Final Draft  
Melissa presented the final budget for 2022. Based on discussion with the Community and Protective Services Department, RMWB, we added a one-time grant request under revenue to the budget for the floor replacement as part of the space renovation project instead of being submitted as a separate capital grant.  
  
Motion to approve operating budget for 2022 as presented made by Corinna/Seconded by Jen  
Carried

### 3. New Business

- a. ILS, OPAC, Website Migration Proposal  
Melissa and Lindsay presented the ILS, OPAC, Website Migration Proposal to the Board. Lindsay shared a visual presentation highlighting the current ILS, OPAC and website, and samples of the recommended software and online patron interfaces.
- b. Technology Plan, update for 2021 and 2022  
Melissa presented the 2021 to 2025 Technology Plan. The Technology Plan encompasses all computer-based and technology resources, including the addition of the ILS, OPAC and Website Migration Proposal.

Motion to approve the amended technology plan and additional budget in the amount of 88,317 to be funded by the general capital reserve, made by Jim/Seconded by Shazia.

Carried

Motion to approve the 2022 technology plan and budget in the amount of 47,000, to be funded by the general capital reserve made by Corinna/Seconded by Jim.

Carried

- c. Space Redesign  
Melissa shared an update on the space redesign, progress to date and recommended next steps. Board discussed the proposal and the benefits of bringing in professional assistance for a project of this size. Melissa will bring the complete design and final budget for a cohesive library space back to the Board for approval.

To approve the transfer of 450,000 from unrestricted cash to internally restricted General Capital Reserve for library space redesign budget.

Jen/Corinna

Carried

To approve Melissa Hartigan Design as the design manager and her fee of 42,000 to be funded by the library space redesign budget.

Corinna/Jen

Carried

- d. Municipal Election Advocacy  
The Board discussed the Municipal Election Advocacy proposals. Excellent advocacy has been done since the development of the advocacy plan in 2019. Continued efforts with the new Mayor and Council are essential to continue the strong relationship developed over the past three years.

Motion to approve Municipal Election Advocacy proposals as presented made by Roy/Seconded by Shazia.  
Carried

4. **Roundtable**

Corinna was in the library and was impressed with the self check out machines. Shelia shared that she would no longer be on the Board as of September 20, 2021.

5. **Adjournment**

Motion to adjourn at 7:34 pm made by Jen/Seconded by Jim.  
Carried