

RMWB Library Board Meeting Minutes

DATE: *Wednesday, October 19, 2022*

TIME: *6:00 pm to 8:00 pm*

LOCATION: *In-Person – Syncrude Program Room*

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

REGRETS: *Ijeoma Uche-Ezeala (IJ),*

ABSENT:

1. Treaty 8 Opening

Amanda called the meeting to Order at 6:01 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 Nations.

- a. Adoption of Agenda
Motion to adopt agenda made by Corinna/Seconded by Shazia.
Carried
- b. Adoption of Consent Agenda
Motion to approve items in the consent agenda made by Jim/Seconded by Jen.
Carried
- c. Declaration of Conflict of Interest
No conflict of interest was declared.

2. New Business

- a. REVISE Employment Terms and Conditions Policy
Melissa reviewed edits made to the policy.
Motion to approve revised Employment Terms and Conditions policy made by Jen/Seconded by Corinna.
Carried

Board discussed the policy review schedule and recommended taking the schedule to the Policy and Administration Committee to review any edits for presentation at the January 2023 Org Meeting. Melissa will make arrangements for Committee to meet.

- b. Investment Presentation and Discussion
Melissa shared two investment presentations with the Board. The first was by RBC and included an economic and GIC rate for review. The second was by Wood Buffalo Community Foundation, which reviewed a possible Wood Buffalo Regional Library endowment fund. Board discussed possible scenarios for investing and requested Melissa reach out to Wood Buffalo Community Foundation for a presentation and an opportunity for the Board to ask additional questions.

Motion to invest the following funds in GICs after the next Bank of Canada interest rate hike:

- Capital reserve (804,423) in a 30-day GIC with any interest earned reinvested back into the capital reserve for capital expenditures;
- Operating reserve (500,000) in the following GIC amounts/terms: 200,000 for 30 days, 150,000 for 60 days and 150,000 for 90 days, with any interest earned to be placed in restricted revenue and purpose to be determined at a future date.

Director will report back in January 2023 to provide an update and an annual projection for the capital and operating reserve made by Corinna/Seconded by Roy.
Carried

- c. Website Update – for information only
Lindsay provided a presentation on the new WBRL website and online catalogue. The site is currently in development, with a staff preview to launch in December, a public preview in January, and a full launch in February.
- d. Space redesign update – for information only
Melissa presented the draft tender package prepared by MHD for the space redesign. Supply chain issues have caused delays in completing critical information for the RFP. Expected renovations to take place summer of 2023.

3. Advocacy Roundtable

Melissa shared that she was the recipient of the Queen Elizabeth II Platinum Jubilee Medal for her work at WBRL and attended a medal ceremony presentation on October 3 with the Honourable Ric McIver, Minister of Alberta Municipal Affairs.

4. Adjournment

Motion to adjourn at 7:53 pm made by Corinna/Seconded by Roy.
Carried