

## RMWB Library Board Meeting Minutes

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**DATE:** *Wednesday, February 15, 2023*

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

**LOCATION:** *Syncrude Program Room*

**ATTENDANCE:** *Board: Corinna Pirie, Councilor Funky Banjoko, Martin Wright, Koteswara Verrnaki, Jennifer Kennett*  
*Staff: Melissa Flett, Lindsay McFarlane*

**REGRETS:** *Amanda MacPherson, Shazia Mughal, Dean Chappelle*

**ABSENT:** *Ijeoma Uche-Ezeala (IJ)*

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### 1. Treaty 8 Opening

Corinna called the meeting to Order at 6:15 pm. We respectfully acknowledge that Wood Buffalo Regional Library is situated on Treaty 8 Territory, the traditional lands of the Cree, Dene, and the unceded territory of the Métis.

- a. Adoption of Agenda  
Motion to adopt agenda made by Jen/Seconded by Martin.  
Carried
- b. Adoption of Consent Agenda
  - Minutes of January 25, 2023
  - 2023 Board Schedule – February
  - WBRL Education Services
  - REVISED Employee Performance Management & Development Policy
  - REVISED Recruitment and Retention Policy
  - REVIEW Volunteer PolicyMotion to approve items in the consent agenda by Funky/Seconded by Koteswara.  
Carried
- c. Declaration of Conflict of Interest  
No conflict of interest was declared.

### 2. Unfinished Business

- a. Election of Vice Chair  
At the January meeting, Amanda nominated Jennifer for the position of Vice Chair, and Councilor Funky nominated Koteswara. The vote was deferred to February to allow both candidates an opportunity to speak. A secret ballot was conducted and Koteswara was elected Vice Chair.
- b. Election of Executive Committee – 1 Member  
Jennifer was elected by acclamation.

- c. Board Governance Policy Review  
The Board continued with the review of the Board Governance policy discussion from January.  
Board Membership and Responsibilities Policy  
**Motion to approve the review of the Board Membership and Responsibilities Policy by Martin/Seconded by Jen.**  
Carried

Board Meetings Policy  
**Motion to approve revised Board Meetings Policy by Funky/Seconded by Koteswara.**  
Carried

Board Committees Policy  
**Motion to approve revised Board Committees policy by Koteswara /Seconded by Martin.**  
Carried

Policy Making Policy  
**Motion to approve the review of Policy Making Policy by Funky/Seconded by Jen.**  
Carried

Board Member Code of Ethics Policy  
**Motion to approve the review of the Board Member Code of Ethics Policy made by Koteswara/Seconded by Jen.**  
Carried

Orientation and Continuing Education of Board Members Policy  
**Motion to approve review Orientation and Continuing Education of Board Members Policy made by Funky/Seconded by Jen.**  
Carried

### **3. New Business**

- a. 2022 Annual Report and Survey  
Melissa provided the Board with an overview of the 2022 Annual Report, including key statistical highlights for 2022 and, key performance indicators (patron usage) & 2023 statistical goals.  
  
**Motion to approve Public Library Survey and 2022 Annual Report by Funky/Seconded by Jen.**  
Carried

- b. 2022 Internally Restricted 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.

To approve the 2022 year-end balance of the General Capital reserve of \$789,278 made by Jen/Seconded by Martin.

Carried

To approve the 2022 year-end balance of the General Operating Reserve of \$543,489 made by Koteswara /Seconded by Funky.

Carried

To approve the 2022 year-end balance of the Carry Forward Reserve of \$232,094 made by Funky/Seconded by Martin.

Carried

To approve the 2022 year-end balance of the Special Projects Reserve of \$58,162 made by Funky/Seconded by Koteswara.

Carried

c. Space Design Update

Motion to approve move in camera to discuss space design update made by Jen/Seconded by Funky at 7:19 pm

Carried

Motion to approve move out of camera made by Jen/Seconded by Funky at 7:49 pm

Carried

Motion to approve the final scope of work as outlined in scenario two made by Koteswara /Seconded by Funky.

Carried

**4. Advocacy Roundtable**

**No discussion at this time.**

**5. Adjournment**

Motion to adjourn at 7:57 pm made by Funky/Seconded by Koteswara.

Carried