

**Our Vision**

The Library is a place for everyone to gather, explore, learn, and express themselves

**Our Mission**

Connecting people to ideas, experiences, and one another

**Our Values**

Connection, Courage, Fun, Inclusivity, Respect

**Board Members present: A. Brennan, D. McIsaac, S. Clark, D. Tolley, B.Daneluik (Mayor), N. Kular**

**Board Members absent: M. McIntyre, K. Saroya**

**Staff Members present: L. Winton (Library Director)**

**Members of the public present: None**

**1. Call to Order @ 7:04pm by A. Brennan**

- 1.1. Adoption of Agenda Aruna Brennan
  - 1.1.1. MOTION by D. Tolley to adopt agenda - CARRIED
- 1.2. Adoption of Minutes, 12 Jun 2023 Meeting Aruna Brennan
  - 1.2.1. MOTION by D. McIsaac to adopt minutes of 12 Jun 2023 Meeting - CARRIED
- 1.3. Record motions made electronically for minutes Aruna Brennan
  - 1.3.1. MOTION sent electronically 16 Aug 2023 by D. Tolley that the Library Board approves the Manager II salary scale as presented [in the 2023 Beaumont Library Salary Grid] (Step 10 of \$46.58/hour) - CARRIED

**2. Items for Decision**

- 2.1. Policy Revisions, HR-18 and HR-19 Laura Winton
  - 2.1.1. DRAFT Policy HR-18 Wellness Leave - MOTION by Diane Tolley to approve Policy HR-18 Wellness Leave as amended, with the policy to take effect on the first day of the first pay period of 2024 - CARRIED
  - 2.1.2. DRAFT Policy HR-19 Leaves of Absence Policy - MOTION by N. Kular to approve Policy HR-19 Leaves of Absence as amended, with the policy to take effect on the first day of the first pay period of 2024 - CARRIED
- 2.2. Community Gathering Spaces Timeline Laura Winton
  - 2.2.1. MOTION by D. McIsaac that the library delays the Community Gathering Spaces Project until March 2024 to pursue grant funding up to \$125,000 - CARRIED
  - 2.2.2. MOTION by D. Tolley that the library submits to City Council a request to carry forward capital funding in the amount of \$210,000 to 2024 to support the Community Gathering Spaces Project

**3. Items for Discussion**

- 3.1. Space Conversion Proposal Laura Winton

- 3.1.1. MOTION by D. Tolley to convert one of the quiet study rooms into an office for the Director to alleviate some of the space challenges at a cost not to exceed \$5000  
- CARRIED
- 3.2. Policy Revisions, HR-15, HR-16, HR-17 Laura Winton
  - 3.2.1. DRAFT Policy HR-15 Holiday
  - 3.2.2. DRAFT Policy HR-16 Group Benefits
  - 3.2.3. DRAFT Policy HR-17 Vacation
    - 3.2.3.1. ACTION - Clarification and examples re: Vacation time will be front-loaded for the first pay period of the year and can be taken any time during the year in which it is accrued to be added to the Vacation Procedure document by L. Winton
  - 3.2.4. Proposed changes to A.01 HRM Policy, Holiday Section
  - 3.2.5. Proposed changes to A.01 HRM Policy, Group Benefits Section
  - 3.2.6. Proposed changes to A.01 HRM Policy, Vacation Section
  - 3.2.7. ACTION - L. Winton to double check savings re: 90 Day Waiting period
- 3.3. Operating Budget 2024 Laura Winton
  - 3.3.1. DRAFT Budget 2024
  - 3.3.2. Reserve Budgeting Request
- 4. Items for Information**
  - 4.1. Operational Update Laura Winton
    - 4.1.1. YTD Budget Actuals
    - 4.1.2. Customer Service Values to launch in Sep 2023
  - 4.2. Friends of the Library Update Diane Tolley
    - 4.2.1. Last meeting 19 Jun 2023
      - 4.2.1.1. Raffle, Wine Club, and Plant Sale successful
      - 4.2.1.2. Whiskey tasting scheduled for 20 Oct 2023
      - 4.2.1.3. Charity status - Tabled
      - 4.2.1.4. Chase the Ace - Tabled
      - 4.2.1.5. Fall Plant Sale possible
    - 4.2.2. Events advertised on social media and La Nouvelle Beaumont News
    - 4.2.3. Changes forthcoming for event organization and registration
  - 4.3. YRL Update Dan McIsaac
    - 4.3.1. Stronger Together YRL conference - 3 & 9-10 Nov 2023
      - 4.3.1.1. 3 Nov 2023 - Virtual Day
      - 4.3.1.2. 9 Nov 2023 - Trustee Development Day - Registration will be reimbursed by BBL
    - 4.3.2. New Advocacy kit put
- 5. Correspondence** Laura Winton
- 6. Adjournment @ 8:44pm by A. Brennan**

