

City of Beaumont Library Board  
Meeting on February 8<sup>th</sup>, 2021 (7:00 p.m.)

1. Citizens Present – none

Board / Staff members present: Aruna Brennan, Bob Sleep, Dan Mclsaac, Martin Stout, Robert Robinson, Steven Clark

Members Absent: Ariel Stanners, Honey Pell

2. Call to order by Aruna Brennan at 7:02 pm

3. Adoption of Agenda

**MOTION** by Robert Robinson to approve the agenda – **CARRIED**

4. Approval of Minutes of January 11, 2021

**MOTION** by Martin Stout to approve the minutes of January 11, 2021 – **CARRIED**

5. Librarian’s Report - Laura

Problems with the Budget (2021)

- Correct error in spreadsheet (Laura)
- How to identify the variances which identify the ebb and flow in budget items? Laura / Martin to devise a way to highlight with colour in 3 main categories

Project Charter presentation

- Laura to begin drafting an RFP with the City of Beaumont
- City will assist with the final decision with final award approval falling to the Library Board

6. Friends of the Library – Laura

Friends met on January 18, 2021

- Wine Club on Hold
- Mother Day Event
- Wine Raffle

7. YRL

Board is to send nomination of Robert Robinson to council to be YRL Representative

8. Business

a) Following board members are serving on the following committees

- Policy Steven Clark
- Budget Ariel Stanners

b) Organizational Review

- Dr. Margaret Law was the only one of three firms who responded to our Request of Interest
- Request from Board for Laura to obtain a quote from Dr. Law
- Laura to provide a link to the presentation which Dr. Law presented at YRL conference in September 2020 to board members
- Final decision to be carries over to next meeting.

c) Quiet Room Sponsorship Decals

- Laura is approach the City to contact Dream Development to go back to single window option for outside windows

d) Library Expansion Planning

- Funds coming from the Library Capital Reserve fund to get the project to design stage by going to RFP
- Take an act of council to access Library Building Reserve

**MOTION** by Robert Robinson to sign Project Charter – **CARRIED**

e) Library Bike Purchase

- Laura presented three purchase offers for the purchase of an Electric Bike for Library from Bike Bike from Calgary

**MOTION** by Bob Sleep to approve purchase of the Electric Bike up to a value of \$8000 - **CARRIED**

f) Policy Updates

- A-01 Human Resource Management Policy  
There are a few issues with this policy which need to be addressed because of the major overhaul of this policy. Laura will address these issues and provide the Board with an updated Policy with indicated changes  
Laura will check with HR at the City of Beaumont re potential changes to performance evaluation cycle to align with employee anniversary dates and report back to the Board.
- A-02 Employee Training and Development  
Laura will make change in 4.1 from Library Manager and Employee to all Employees  
Change to Schedule A: Training and Development Request Form  
Travel ( Reimbursed as per A-03 )

**MOTION** is made by Martin Stout Policy is approved with the above change – **CARRIED**

- A-03 Travel and Expenses Policy  
Laura to make the following change to 4.1 from prior and submitting receipts to prior to submitting receipts

**MOTION** is made by Dan McIsaac Policy is approved with the above change  
– **CARRIED**

9.0 Correspondence  
No correspondence

10.0 Adjournment  
Motion to adjourn at 8:25 p.m.