

# Falher Regional Intermunicipal Library Board Meeting Minutes

Tuesday June 6, 2023 in person  
7:00 pm – 8:30 pm  
Falher Library

## Attendees

Lindsay Brown (Chair), James Bell, Devon Tracey, Mai Noosri-Bérubé, Luc Levesque, Doreen Horvath (Library Manager)

Regrets: Alyssa, Alain

Item	Topic for discussion	Motion	Action
1.	Meeting called to order @ 7pm ; motion to accept agenda	Devon	carried
	Motion to authorize Alain Blanchette as absent from meeting	Mai	carried
2.	OLD BUSINESS		
2.A.	Approval of Minutes from <a href="#">May</a>	James 2nd Mai	carried
2.B	<u>1.Business Arising From the Minutes</u> 1. Holiday hours policy a. attached to end of agenda i. does not have a point about using leftover holidays by a specific time ii. vacation time from previous year must be used by June of the following year unless permission is granted by the board. 1. add to policy and bring back to the September meeting. 2. board appointments- Alyssa, Mai, James, Luc		
3.	NEW BUSINESS		
3.A.	<u>Library Manager Update (Doreen)</u> 1. Free little library- email with pictures sent June 5 2. landscaping- paid for by the Friends 3. CPR recertification- Doreen is going August 12 4. Summer student is starting at the end of June 5. first weekend of September the library is partnering up with the French radio station to bring a French author and an English author  New Business 1. PLS 2024-2026 levy increase 2023- based on 2022 populations currently, will possibly update in October 2023 a. Falher- 2023- \$6,873.23 2024-\$7,207.72 2025-\$7,553.00 2026-\$7,930.65 b. Donnelly- 2023- \$2,286.83 2024- \$2,398.12 2025- \$2,513.00 2026-\$2,638.65 c. Girouxville- 2023- \$1,522.43 2024- \$1,596.52 2025 \$1,673.00 2026 \$1,756.65 d. MD of Smoky River- 2023- \$12,548.90 2024- \$13,159.60 2025 \$13,790.00 2026 \$14,479.50	motion to accept for information  James 2nd Mai  carried	
3.B.	Finance - will review in September		

3.C.	For next meeting - Vacation time policy addition		
3. D	Correspondence- 1.		
4.	<p><b>Next Board Meeting: September 6, 2023 at the library</b></p> <p><u>Subsequent meeting dates to be confirmed.</u></p> <p>2022 Board Meeting Dates (1st TUESDAY of the month) 7:00 – 8:30 pm at the library</p> <p><i>The Board must convene a <u>minimum</u> of three times per year per the Libraries Act; recommendations to meet key deliverable dates are highlighted in green on item 4 attachment.</i></p> <p><i>"Meetings 33(1) A board shall meet at least once every 4 months and at any other times it considers necessary." Per the AB Libraries Act, Part 5.</i></p>		
5.	Adjournment at 7:45 pm		

#### E. Vacations and Vacation Pay

a. All employees are paid vacation pay every month as a percentage of earnings for each pay period based on years of service, as outlined by Alberta Labour Employment Standards.

b. Years of service is based on hire date for all employees.

c. Employees are entitled to both vacation pay and vacation time off.

Vacation time off entitlements are earned and accumulated each month.  
The amount of unpaid annual vacation time off each employee is eligible for will be based on the actual hours worked during the previous calendar year (April 1 – March 31) times the Alberta Labour Employment Standards vacation pay percentage based on years of service.

d. Unless approved by the Board, employees must work for one vacation year before they are entitled to unpaid vacation time off. The common anniversary date for annual vacation entitlements is March 31<sup>st</sup>.

e. Employers must give vacation time off and employees must take the vacation to which they are entitled. For operational purposes, vacation time off dates must be set for the previous entitlement year no later than January 31<sup>st</sup> of each year.

f. Unpaid vacation time off will be granted in a single unbroken period, subject to available coverage, unless the employee requests to split their unpaid vacation time off into separate periods.

g. Unpaid vacation time off must be taken in minimum half day (or three hour increments), whichever is greater.

h. Unpaid vacation time off must be taken before requests for other personal time off (excluding those outlined under Policy C12, Leaves of Absence) will be granted.