

# Falher Regional Intermunicipal Library Board Meeting Minutes

Tuesday, January 7, 2020 – 7:00 PM Meeting at the LIBRARY

Attendees:

Jackie Hockey, Natasha Smit, Rita Boulet, Hillary Reid, Lindsay Brown (replaced James Bell as Town representative effective Dec 23), plus Library Manager, Doreen Horvath. Guest: Diane Gervais

Regrets:

Raoul Johnson, Adele Parker

Item	Topic for discussion	Motion	Action
0.	Pre-meeting Social 6:30 – 7:00.		
1.	Meeting called to order @ 7:01 pm; motion to accept agenda	Rita	Carried
2.	<p><u>OLD BUSINESS</u></p> <p>A. <u>Approval of December 2, 2019 Minutes, and motion to approve the updated final appropriation budget allocation, as presented, and submitted to our municipalities for consideration.</u></p> <p>B. <u>Review Board Action Items</u></p> <ul style="list-style-type: none"> <li>• Set Board Orientation Date for new members.</li> <li>• Preliminary review of Advocacy working document.</li> <li>• Policy Updates review and acceptance C4, D1, D6, Appendix A. Motion to accept updated policies as recommended by the Governance Committee.</li> <li>• 2019 Yearend – set Reserves and Investments. Motion to update 2019 yearend reserve balances, and retain these funds as cash in our chequing account as follows:               <ul style="list-style-type: none"> <li>a. 3 months operating reserve \$27,343 (based on 2020 appropriation budgeted operating expenses)</li> <li>b. \$19,000 CFEP grant reserve (5 year contingent repayment requirement following completion of the project).</li> </ul> </li> <li>• 2020 CFEP grant carry forward: set priorities for written scope change request and update to project signing authorities.</li> </ul> <p>Board set priorities for 2020 expenditures. Additional estimates to be compiled for review at next meeting, prior to submission of CFEP scope change request.</p> <p>Natasha Smit agreed to replace Lynn Farrell as our 2<sup>nd</sup> legal signing authority for this grant. This update will be sent with the CFEP scope change request in February.</p> <ul style="list-style-type: none"> <li>• Asset Dispositions were approved as follows:               <ul style="list-style-type: none"> <li>a. The Board reviewed and approved the dispositions of specified assets to the Smoky River Child Care Society for their after school program as outlined in our December 7, 2019 correspondence with their Board.</li> <li>b. Motion to give the remaining moving boxes purchased for the CFEP project to the Smoky River Food Bank.</li> </ul> </li> </ul> <p>C. <u>Board Correspondence</u> Refer to folder for Nov-Dec correspondence, for Board information.</p>	<p>Natasha, 2<sup>nd</sup> Jackie</p> <p>Lindsay, 2<sup>nd</sup> Hillary</p> <p>Lindsay, 2<sup>nd</sup> Hillary</p> <p>Tabled</p> <p>Rita, 2<sup>nd</sup> Lindsay</p>	<p>Carried</p> <p>Carried 6/6</p> <p>Carried</p> <p></p> <p>Carried</p>
3.	<p><u>NEW BUSINESS</u></p> <p><u>Staff Updates</u></p> <ul style="list-style-type: none"> <li>• Library - Doreen is preparing PLSB annual report for Board approval (due by the end of February). PLS meeting Jan 8.</li> <li>• 2020 programming</li> </ul>		

	<ul style="list-style-type: none"> <li>• CERC – Mid-term CERC report submitted (refer to Board Correspondence folder)</li> </ul> <p><u>Financial Items</u></p> <p>A. Board reviewed 2019 preliminary final statements (pre-audit).  B. Financial signing authority updates (to replace Lynn).  C. Confirm Bandwidth increase trial period.  (refer to Board Correspondence folder PLSB / PLS)  Motion to conduct a 5 month bandwidth increase trial from February 1 – June 30<sup>th</sup>, at an estimated cost of \$1,000).</p> <p><u>Upcoming Meetings</u></p> <ul style="list-style-type: none"> <li>• Feb 4  - Board Advocacy working document distributed Jan 7 to Board, Library Manager to complete in advance for discussion Feb 4.</li> <li>• Feb 22 (Sat) 10 – 12 pm Capital Planning.</li> <li>• March – May rotating Meeting Chair, in preparation for June organizational meeting. Lindsay agreed to Chair March 3rd meeting.</li> </ul>	<p>TABLED</p> <p>Lindsay, 2<sup>nd</sup>  Hillary</p>	<p>Carried</p>
4.	<p><b>2020 Meeting Dates</b> (1<sup>st</sup> TUESDAY of the month)  <del>January 7</del>, February 4, March 3, April 7, May 5, June 2, September 1, October 6, November 3, December 1</p>		
5.	Adjournment @ 8:35 pm		