



THE CITY OF RED DEER LIBRARY BOARD

**6:30 p.m. Wednesday October 26, 2022
Virtual Meeting via Zoom**

Minutes

Present: Nancy Batty, Gabriel Beck, Valdene Callin, Jerry Moore, David Murphy, Shelley Odishaw (Chair), Brian Quigg, Sabrina Samuel, Laura Thevenaz

Guest: Councillor Bruce Buruma as outgoing Council Member Representative

Regrets: Councillor Dianne Wyntjes (incoming Council Member Representative)

Staff: Shelley Ross (CEO), Michelle Hollebeke (Minutes)

Shelley Odishaw welcomed new members Gabriel Beck and Sabrina Samuel and called the meeting to order at 6:33 p.m.

Welcome and Chair’s Remarks

Land acknowledgement: We acknowledge that the land we meet on today is located at the border of Treaty 6, to the North of the Red Deer River, and Treaty 7, to the South of the Red Deer River. We honour and respect the culture, ceremonies and stories of the many nations who made a home on these lands - including the Cree, Blackfoot, Nakota Sioux, Iroquois, Dene, Ojibway, Saulteaux and Inuit - and that this area is a long-established meeting place of the Métis. We are grateful for the traditional knowledge-keepers: elders past, present and emerging. May we live with respect on this land and in peace and friendship with its people.

Conflict of Interest Declaration – there were no conflicts declared.

59. Approval of Agenda

a. MOTION: That the Board approve the agenda as presented.

MURPHY / BATTY CARRIED

60. Approval of Minutes from the September 28, 2022 Board Meeting

a. MOTION: That the Board approve the minutes from the September 28, 2022 Board meeting as presented.

MOORE / BATTY CARRIED

61. Report from Planning and Finance Committee

a. MOTION: That the Board approve the September 2022 financial statements as presented.

MOORE / MURPHY CARRIED

b. MOTION: That the Board move \$200,000 of unrestricted excess of revenue over expenses into the internally restricted capital replacement reserve to carry out the parging of the exterior of the Centennial building project in 2023.

- After meeting with City officials subsequent to the October Planning and Finance Committee meeting, it was determined that the cost of the project would likely exceed original estimates due to extra equipment and security costs given the overall scope of the project. CFEP grant will be applied for to assist with costs. The new estimate for the project is \$300,000, and the Committee put forward a motion to revise the amount.

MOTION REVISED: That the Board move \$300,000 of unrestricted excess of revenue into the internally restricted capital replacement reserve to carry out the parging of the exterior of the Centennial building project in 2023.

MOORE / BATTY CARRIED

62. Report from Personnel and Administration Committee

a. MOTION: That the Board approve the following addition to policy 6.5 (in bold):

i.) 6.5 Expense Claims: The Board has established policies with respect to the designation of expenses for which board members and employees will be reimbursed. **Expenses as set out below are to be submitted in paper, with receipts attached, to the administration office. Once approved by the CEO, a cheque will be issued and mailed.**

MOORE / BATTY CARRIED

b. MOTION: That the Board approve the following addition to policy 7.1.1:

i.) 7.1.1. Conditions of Employment Administration - Union Employees

- Conditions of employment for employees, **including hours of work and grievance procedures**, whose positions fall within the scope of the Canadian Union of Public Employees (CUPE) are detailed in the signed Collective Agreement between the Board and CUPE Local 4810. The Board must ratify any amendments to the Collective Agreement.

MURPHY / QUIGG CARRIED

c. MOTION: That the Board approve the following additions related to volunteer policies:

i.) New 7.1.5 (and changing subsequent numbering) Conditions of Employment Administration – Volunteers

- Conditions of employment for volunteers are as set out in Policy 7.6 Volunteers.

ii) Addition to existing Policy 7.6 Volunteers (in bold):

- Employees recruiting volunteers will also be responsible for selecting, interviewing, creating volunteer work descriptions, assigning tasks and, if necessary, dismissing volunteers with approval from the CEO. **Dismissal of volunteers by employees with approval by the CEO is considered final.**
- **(new bullet point) Volunteers will work with employees to establish typical hours of volunteer work commitments and volunteers will contact their employee contact if they are unable to meet these commitments in the short or long term;**
- **(new bullet point) Volunteers will be evaluated by the employees/employee team who assigned tasks. Evaluations will consider reliability, productivity, best fit with the program needs and the ongoing need for the position.**

MURPHY

/

QUIGG

CARRIED

63. Report from The Friends of the Red Deer Public Library

- The next Friends Booksale will take place on November 18 & 19 in the Snell Auditorium.

64. Information Items

- The Reading Pals program, included in the report, was discussed along with funding sources and how the program planning is underway for in 2023.

65. Strategic Discussion and Board Development

- Board self-evaluation presentation by Jacquie Surgenor Gaglione – Leadership and Life by Kayric Inc., which took place after adjournment.

66. Adjournment

- Shelley Odishaw adjourned the meeting at 7:08 p.m.

Next Board Meeting: November 30, 2022 @ 6:30 p.m.