



## THE CITY OF RED DEER LIBRARY BOARD

6:30 p.m. Wednesday February 22, 2023  
In-Person, Snell Auditorium

### Minutes

**Present:** Gabriel Beck, Valdene Callin, Jerry Moore, David Murphy, Shelley Odishaw, Brian Quigg, Sabrina Samuel, Councillor Dianne Wyntjes

**Regrets:** Nancy Batty, Laura Thevenaz

**Staff Support:** Shelley Ross (CEO), Michelle Hollebeke (minutes)

### Welcome and Chair's Remarks

Shelley Odishaw called the meeting to order at 6:37 p.m.

**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 to declare.

### 11. Approval of Agenda

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

CALLIN / BECK CARRIED

### 12. Approval of Minutes from the January 25, 2023 Board Meeting

**a. MOTION: That the Board approve the minutes from the January 25, 2023 Board meeting as presented.**

MOORE / MURPHY CARRIED

### 13. Report from Planning and Finance Committee

- The February meeting was cancelled due to the upcoming 2022 audit (findings to be shared by auditors in March) and will defer the motion to approve the January financial statements during the March Board meeting.

## 14. Report from from Personnel and Administration Committee

### a. Motion: That the Board approve amendments to Bylaws and Policy as follows:

#### Bylaw Section 1

##### SECTION 1

4. ...second paragraph, for neutral language:

A Library cardholder shall notify the Library of any change of ~~his or her~~ **their** address,

Under room rental, equipment rental, strike these two items:

• ~~TV/ DVD \$25~~

• ~~Portable Sound System (in Snell) \$25~~

Security .... \$30/hour \*Required if the room **is in use outside of regular hours of opening for all and any part of an hour, not prorated,** there may be additional overtime charges subject to availability of personnel and at the discretion of the CEO or designate. Contracting Parties using Library facilities will be subject to overtime charges if the Library is not vacated by closing time.

Board Bylaw Schedule B at 6 - Tutors will receive a free Library card; • Students enrolled in the program will receive **a free** Library card ~~for free~~.

Loan Periods section; ~~Art rental — 3 months;~~

Penalty Provisions section:

1. Overdue Items

#### BOARD BYLAW – SCHEDULE “B”

1. OVERDUE ITEMS

- \$0.25 per day per item up to a maximum of \$6.25 per item on material **borrowed via Interlibrary Loan;**
- No **overdue fines** on materials borrowed from the Library's owned collections (Remove separate reference to Children's collection); however, borrowing privileges may be suspended until overdue items are returned or paid for;
- Borrowers may check their own accounts online at any time, or phone during opening hours, to ensure they return their materials on time. When a valid email address is on file a courtesy notice is emailed to the borrower two days prior to the items being due. An overdue notice is emailed or mailed to the borrower after an item has been overdue **for several weeks**. A lost item notice is sent to the borrower after an item has been overdue for **a lengthy period**.

## 2. SUSPENSION OF BORROWING PRIVILEGE

Borrowing privileges will be suspended in the following situations:

- Borrowers owing \$10.00 or more in overdue fines, damages, and/or lost item charges.

## 3. LOST / DAMAGED COSTS

- In the event the actual cost of an item is not recorded in the item record, and cannot otherwise be determined, the item cost will be the default price as set for similar items in the catalogue.
- In the event an interlibrary loan item is lost or damaged by an RDPL cardholder, the item cost charged to the cardholder will be \$150 per item. The extent of damage to an item is assessed by the lending library and is non-negotiable. If the lending library assesses a higher charge, that additional amount will also be charged to the borrower.

## SECTION 5 – LIBRARY MATERIALS

### POLICY 5.1 – COLLECTION DEVELOPMENT

#### 5.1.6 Acquisition Budget and Collection Selection Responsibility

- Ultimate responsibility for the budget for acquisitions and for selection and de-selection of all materials lies with the CEO who operates within the framework of policies approved by the Board and procedures developed by library employees. The CEO may delegate to Department Managers the authority to implement the procedures in making day-to-day selections.

#### 5.1.7 Procedure for Reconsideration of Library Materials

- The procedure for reconsideration of library materials is as set out in Appendix A.

## APPENDIX A – RECONSIDERATION OF LIBRARY MATERIALS

This form is to be thoroughly completed by the RDPL borrower making the request and returned to the CEO. Only active borrowers of the Library may submit a request for reconsideration, and no more than one item per month may be requested for reconsideration.

AUTHOR \_\_\_\_\_ PUBLISHER \_\_\_\_\_

TITLE \_\_\_\_\_ COPYRIGHT DATE \_\_\_\_\_

LIBRARY PATRON'S NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_

LIBRARY CARD BARCODE \_\_\_\_\_

4. Would you be willing to discuss this material with a review committee consisting of two Board members, one professional librarian from within the Library and one professional librarian from the region?

Yes \_\_\_\_\_ No \_\_\_\_\_

**MURPHY**

**/**

**SAMUEL**

**CARRIED**

## 15. Report from The Friends of the Red Deer Public Library

- The Friends put out a newsletter in February. Board members are encouraged to attend their annual general meeting, which will take place on March 14<sup>th</sup> in the Waskasoo Room 3 p.m. Upcoming events include their semi-annual book sale in April and the Mother's Day Gift Bag sale in May. Adult Literacy gratefully received \$6500 from The Friends in support of their ESL classes.

## **16. Information Items – Management Report for January 2023**

- The Board commended the activities outlined in the report and how they met the Library's Service objectives, and expressed appreciation of the efforts of the Adult Literacy Team in their support of newcomers by offering expanded ESL classes.
- The Youth Literacy Program pilot, held along with the Winter Reading Pals session, is viewed as a much-needed service in addressing various literacy challenges including residual effects created by the pandemic and displaced children experiencing difficulties with reading comprehension.
- The Central Alberta Co-op's generous donation, which purchased the wildly popular Childrens' shopping store/restaurant toy area at the Downtown branch is a much-appreciated and welcome addition to the Library, helping youngsters in the development of foundational life skills in a fun, hands-on environment.

## **17. Strategic Discussion and Board Development**

- The Board finalized a working plan in order to meet objectives outlined from their recent evaluation.

### **Six Outcomes of the Evaluation Discussion:**

- 1. Community engagement**
- 2. Difficult Issues**
- 3. Core Business / Services**
- 4. Diversity and Inclusion**
- 5. Recruitment to the Board**
- 6. Social event for the Board / Retreat**

## **18. Adjournment**

- Shelley Odishaw adjourned the meeting at 8:38 p.m.

**Next Board Meeting: March 29, 2023 @ 6:30 p.m.**