

Leduc Public Library Board Meeting

Minutes of the Leduc Public Library Board meeting held November 15, 2017 at 4:30 p.m. in the Karl Martin room.

ATTENDING TRUSTEES: Jessica Arnold, Adrienne Braithwaite, Peter Fleming, David Marriott, Russell Wintersgill, Lars Hansen

STAFF MEMBERS: Carla Frybort (Library Director), Linda McLean (recording secretary)

OTHER: Jim Jones (city staff rep)

REGRETS: Dean Matthews (with notice)

PRESIDING CHAIR: A. Braithwaite

Meeting was called to order at 4:29 pm.

CONSENT AGENDA

1. Information Items
 - a) Variance reports
 2. Approval of October 18, 2017 minutes.
 3. Reports: Library Director, Public Services, Info Services, Youth Services, LAL
-

MOTION TO ACCEPT CONSENT AGENDA:

MOTION 37-2017

D. Marriott moved to accept the consent agenda as presented.

MOTION CARRIED

MOTION TO ACCEPT THE REMAINING COMPONENTS OF THE AGENDA:

MOTION 38-2017

R. Wintersgill moved to accept the remaining components of the agenda.

MOTION CARRIED

ACTION AGENDA

1. PD DAY, January 26, 2018
- C. Frybort contacted HR consultants from Robocan to present a session on 'Dealing with Difficult Customers'.
Board members may attend. Carla will send out information when the details are finalized.

MOTION 39-2017

D. Marriott moved to close the library to the public, Friday, Jan.26 for Staff Professional Development day

MOTION CARRIED

2. Staff gift certificates
- C. Frybort explained that the board usually presents staff with gift certificates at this time of year in appreciation of their work.

MOTION 40-2017

D. Marriott moved to give staff gift cards in the same amount as the previous year. P. Fleming seconded.

MOTION CARRIED

3. Gift certificate for B. Young
- J. Jones had discussed with a city advisor on giving B. Young a gift in appreciation of his service to the library board. There was some concern as Bob was a designated board member, not a volunteer. The

A. Braithwaite reminded everyone that there is a policy committee meeting in December. Russell, Dean, David and Peter are on the committee. Carla will send out date options for the meeting. She remarked there will be some major changes to our policy due to the Alberta Governments changes in employment standards. The library will have to be compliant by January 1, 2018.

Adrienne also reminded the board that the personnel committee is meeting November 22, 4 pm to conduct Carla's annual evaluation. The committee consists of David, Dean, Jessica and herself. Carla will provide the committee with copies of her employee review just before the meeting.

The board usually goes out for dinner after the December meeting. Some trustees are unable to make the usual scheduled date for next months meeting. Adrienne will contact everyone if she can find a more suitable date.

DATE OF NEXT MEETING: Regular Monthly Board Meeting
(tentative date) Wednesday, December 20, 2017, 4:30 pm

MOTION TO ADJOURN:

MOTION 43-2017

D. Marriott moved to adjourn the meeting at 5:14 pm.

MOTION CARRIED



Adrienne Braithwaite, Chairperson



Linda McLean, Recording Secretary

Date: Dec 18, 2017