

Town of Peace River Library Board
MEETING MINUTES
THURSDAY January 10th, 2019 6:00PM
Penn West Room

Genna Davidge-Smith, Barb Turcotte, Chelsea Ferguson, Emma Anso, Johanna Downing, Channing Stenhouse

Regrets- Ruth Sault

1) CALL TO ORDER – 6:03 pm

2) WELCOME AND INTRODUCTIONS

3) APPROVAL OF AGENDA- 01.2019.01.10 Motion -Accept Agenda with added Changes (Ferguson, Downing) – approved

4) ADOPTION OF MINUTES

- a. December 13th, 2018 – Tabled for February

5) UNFINISHED BUSINESS

6) NEW BUSINESS

The Alberta Libraries Conference – April 25 – 28, 2019- Channing & TBD – Genna to attend as board member

7) LIBRARY DIRECTOR REPORT

- a. Programs Report. – As attached – accepted as information
- b. Director’s Report – As Attached – accepted as information

8) FINANCE & RESOURCE DEVELOPMENT

- a. Grants- Canada Summer Jobs Grant – application due January 25th
Alberta STEP Grant – application due February 8th

Wrap up of 2018 books January 11, 2019, completed financials presented in February

CRA Authorization – **02.2019.01.10 Motion – Chelsea Ferguson & Channing Stenhouse obtain CRA Authorization on behalf of the Peace River Municipal Library & Art Gallery** – (Davidge-Smith & Turcotte) - Approved

9) ADVOCACY & PLANNING

- a. Organizing of Minutes and Agenda in drop box/Google Drive – investigate what drive to use for electronic document storage – Genna to follow up with Simon for advice, Channing follow up with Sarah for advice – add to board development meeting
- b. Recruit Volunteers for the Board (follow up). Application sent to town for approval

10) HUMAN RESOURCES & POLICY

- a. Board Evaluation – Emma will speak Leslie regarding board evaluations
- b. Policy- **.03.2019.01.10 Motion (Turcotte & Ferguson) second reading 6_HR.01.2019-** Approved
- c. By Law Reading – Request for institutional fee structure to be added to bylaw before bylaws are submitted to TPR for approval- Channing will update Director of Community Services regarding our new fee

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- 11) INFORMATION:** Friends of the Library Meeting – blinds have been approved & door counter for art gallery
- 12) BOARD DEVELOPMENT:** January 31st, 2019 5:15 – 8:00pm – potluck
- 13) IN CAMERA**
- 14) NEXT MEETING:** February 14th, 2019
- 15) ADJOURN:**