

Town of High River Library Board

Minutes

April 19, 2022

In attendance: Mary Zazelenchuk, Pat Shorroch, Natacha Gougeon, Jenny Jones, Jim Graham, Karen Orser, Monique Durette, Mai-Ann Sprung

Regrets: Lynne Thornton, Laura Byers

1. **Call to Order** – Pat Shorroch called the meeting to order at 7:01
2. **Approval of Agenda** – Jenny moved to accept the agenda.
3. **Approval of the minutes** – Jenny moved the minutes of the March, 2022, meeting be approved as circulated.
4. **Standing Committees**
 - 4.1. Finance and Planning Committee
 - No formal report submitted
 - 4.2. Human Resources and Administration Committee
 - No formal report submitted
5. **Ad hoc and External Report**
 - 5.1. Town of High River
 - Volunteer of the Year awards night – April 28, aligned with Volunteer Week
 - In-person event @ the golf course
 - There is a registration link on the Town website, 2 days left to register to attend
 - 5.2. Residential property sale
 - Eight villas and six single-family homes that the town purchased and remediated after the 2013 flood will now be sold
 - Selling two units per week until mid-June by open, sealed bids, - open houses and information packages available
 - 5.3. Spring street cleaning has started
 - 5.4. Town Planning Task Force has been formed
 - Focus is to update the existing plan with a new 20-year plan (up to 2042)
 - Looking for community engagement and input – events will be scheduled and information circulated
 - Project should wrap up by end of 2022 or early 2023 (report submitted)
 - Next meeting is May 17th
 - 5.5. New fire-ladder truck has arrived – Fire Department will start doing tours again at the new fire house, which opened during the COVID shutdowns
6. **Librarian's Report - Formal report submitted and attached**
 - 6.1. Discussion about whether a French translation of the brochure is necessary. Monique offered to perform the translation.
 - 6.2. Question about whether local Indigenous populations might also benefit from a translated brochure – 2016 Federal census had only fifty Indigenous High River residents

- 6.3. Question about whether there are further ways to increase Library's presence on the Town Website (e.g., add to Town Services menu, add links to meeting minutes, etc. Mai-Ann offered to check Town Website calendar to see if Library meetings and events can be posted there.

7. Old Business

8.1. Digital Sign

- Current concern that the area is zoned as residential, and there may be concerns about light pollution. Sign position must meet neighbourhood regulations.
- If the sign is located between the two side streets, it will impact the fewest residences.
- Sign can be shut-off at Library closing
- Mary to work on updated Capital and Maintenance costs estimates for the sign

8.2. Town of High River Community Facility Use Agreement

- Question about whether the Library is included in the Shared Services Agreement with the Town of High River, which it is not. Like Okotoks, because it is NOT in the shared services agreement, the Library can approach the County directly to request funding. Currently, 9-12% of Library card holders are County residents (do not reside in High River).
- Jim moved to initiate a discussion with the County to enquire about the possibility of obtaining funding from the County to supplement the funding from the Town of High River.

8. New Business

8.1. Welcome/Introduction of new Trustees

8.2. Staff Vaccination Policy

- The Library Board is a standalone corporation, and therefore can set its own policy staff COVID vaccination policy. Although the Town has dropped its vaccination requirement, the Library may need to make a decision whether to continue with the current policy or put it aside.
- Discussion:
 - Q: How will the vaccination policy affect services and use? Will public use drop if there is no confidence about staff/volunteer vaccinations? A: the current staff vaccination policy was never communicated to the public, so it is unlikely to have an effect. Recreation Center has dropped its vaccination policy, and there has been no negative affect on use.
 - Q: How will the policy affect the staffing and volunteer capacity? A: Several people have already been off due to COVID infections. There are also staff members that are at an elevated risk of infection.
 - Jim moved to table the discussion to the next meeting, when we can determine more about a possible sixth COVID wave occurring in Canada. Monique seconded. **Carried**

8.3. Proposals for use of funding reserves

- Two suggestions for ways to use funding:
 - Drop membership fees for a 1-yr trial period. Determine if free access to Library resources will positively affect membership and usage. Across Canada, it is unusual for Libraries to still be charging membership fees. A block of funding from the reserve fund could be used to replace the membership revenue.
 - Allow unsupervised, after-hour use of Library facilities, including self-checkout, meeting rooms use, computer/Internet access, early morning access, access on Sundays and

Mondays. This would require installation of security controls (electronic locks/passes, cameras, etc.), and would increase utilities costs.

- Q: Are there available subsidies for membership fees to reduce or eliminate the cost for low-income members? A: Yes, the Community Access Program (CAP), but applications (including personal information) are required, and that is often a barrier to program use.
- Jenny moved to allocate \$22,000-25,000 from the Wishart Endowment to cover membership fees for the 2023 calendar year, and assess whether the change increases membership overall, and possibly warrants consideration of allowing after-hours access. Monique seconded. **Carried.**
- Monique moved to allocate up to \$15,000 of the Wishart Endowment to current-year collections. Jenny seconded. **Carried.**

8.4. Maturing GICs

- Interest rates are higher, and there are no capital projects on the horizon, so we could re-invest the GICs to take advantage of the higher interest rates.
- Jim moved that we re-invest the Wishart Endowment GICs (excluding allocations covered in this meeting) laddered over 2 years. Monique seconded. **Carried.**

8.5. Review engagement

- Annual report published
- Private audit completed – see Librarian’s report for details

8.6. PLSB Presentation for new Trustees

- May 17th board meeting is already going to include Laura Taylor, Deputy CEO from Marigold, talking about Marigold services (invitation already issued).
- Combine the PLSB with the June 21 meeting before summer break?
- Agreed to extend the June 21 meeting to combine with the presentation. Meeting time may be adjusted.

8.7. Appointment of new Trustees to Standing Committees (**addition to agenda**):

- Mai-Ann > HR and Admin
- Monique > Finance
- Karen > HR and Admin

9. Correspondence

- Information from Marigold Library Systems about levels of insurance that libraries should include in their policies.

10. No further new business. Mai-Ann moved to **adjourn meeting, 8:33pm.**