

## Leduc Public Library Board Meeting

Minutes of the Leduc Public Library Board meeting held, January 18, 2023, at 4:30 p.m., Alexandra meeting rooms.

Attending Trustees: S. Dixon Pollard, D. Matthews, A. Oliver, B. Sonnenberg, J. Storeshaw, T. Tijani  
L. Hansen

Staff Members: C. Frybort (Library Director), L. McLean (recording secretary)

Also present: T. Turner (city staff rep)

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### **INTRODUCTIONS:**

New library trustee, Brandon Sonnenberg.  
B. Sonnenberg introduces himself.  
Everyone will introduce themselves during the round table.

### **CALL TO ORDER:**

Chair, D. Matthews calls the meeting to order 4:31 pm.

### **CONSENT AGENDA**

1. Information Items
  - a) Variance reports- no report until February
2. Approval of December 21, 2022, minutes.
3. Reports: no reports until February

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### **MOTION TO ACCEPT CONSENT AGENDA:**

#### **MOTION 01 - 2023**

J. Storeshaw moves to accept the consent agenda as presented.

**MOTION CARRIED**

### **MOTION TO ACCEPT THE REMAINING COMPONENTS OF THE AGENDA:**

#### **MOTION 02 - 2023**

L. Hansen moves to accept the remaining components of the agenda as presented.

**MOTION CARRIED**

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### **ACTION AGENDA**

1. Elections policy update  
Current policy states Library Board elections are held in January. Discussion to change elections to the February board meeting.

#### **MOTION 03-2023**

J. Storeshaw moves to change the board elections and committee appointments from January to the February board meeting on an annual basis.

**MOTION CARRIED**

Changes will be made in the policy.

D. Matthews explains the various committees of the board.

2. Thank you to past trustee

A. Braithwaite has served nine years on the Library Board. The Library Board chair and Library Director usually take the person out for a meal and present them with a gift card.

Discussion to add this to board policy to avoid a motion needed every time this occurs.

#### **MOTION 04-2023**

A. Oliver moves to purchase a gift card worth fifty dollars, (\$50), from Indigo/Chapters for A. Braithwaite, in appreciation of her service.

**MOTION CARRIED**

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### **ITEMS FOR DISCUSSION/EXPLORATION**

1. Review of December 2022 action list

The board will hire a consultant in 2023 to work on a compensation review and a Philosophy of Compensation (POC) for library staff.  
The vacation format was updated in policy to coincide with City of Leduc policy. More information forthcoming at the February board meeting.

2. Correspondence & Media: none

C. Frybort mentions there was a small article in the Leduc Rep regarding 'Read with the RCMP' program here at the library.

3. Orange T-shirt project – T. Turner

Her connection from Devon is currently away on vacation. She will have an update at a future meeting.

4. Leduc Junior High lunch hour - C. Frybort

There are issues with teens in the library during the lunch hour, staff harassment and vandalism in the men's washroom. C. Frybort reached out to Junior High administration. Enforcement piece is forthcoming, she will ask if that person to come in a couple times a week during the lunch hour.

C. Frybort will contact the FOIP office regarding taking pictures minors  
Discussion.

5. Workday update – C. Frybort

C. Frybort explains Workday is a City of Leduc software package which is taking over most of the financial duties such as payroll, accounts payable/receivable, budgeting, variance reports, credit card reconciliation, etc. Some board policies may need to be changed.

Pensions for part-time employees may be available. It would be a suitable time to approach City Council regarding future budget.

Payroll goes live on Workday next week.

Discussion.

6. Report from council – L. Hansen

Council is moving forward at looking at a second recreation centre in the city. It would be located near Firehall #2. A preliminary assessment report has been submitted

The Transit Commission is dissolving as the City of Edmonton has pulled out of the project.

The City of Leduc snow removal, Tag and Tow is in effect.

7. Round Robin

Each person at the round table introduces themselves.

T. Turner: a Truth and Reconciliation, 'Gathering Our Medicine' event will happen again this June. This event could be an opportunity for the library to partner with the city.

The new season for the Maclab Theatre is launching tonight.

S. Dixon Pollard: comments she is participating in a writing class. C. Frybort informs the trustees the library has started a monthly writer's club led by G. Sacuta.

D. Matthews: sets a date for C. Frybort's performance review. He invites trustees who are not on the personnel committee to attend if they desire.

C. Frybort: sets this Friday as the day for library orientation with B. Sonnenberg. She, D. Matthews, and B. Sonnenberg will tour the facility.

Next month's agenda will include the annual report. Elections of the Board Chair and Vice-chair will be held at the beginning of the meeting with committee appointments to follow.

DATE OF NEXT MEETING: Regular Monthly Board Meeting  
Wednesday, February 15<sup>th</sup>, 2023, 4:30 pm

**MOTION TO ADJOURN:**

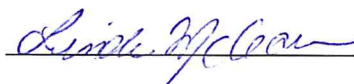
**MOTION 05-2023**

J. Streshaw moves adjourn the meeting at 5:29 pm.

**MOTION CARRIED**



D. Matthews, Chairperson



L. McLean, Recording Secretary

Date: Feb 15/23