

**Town of Peace River Library Board**  
**MEETING AGENDA**  
**THURSDAY, April 12th 2018 6:00PM**  
**Penn-West Meeting Room, Library**

**In Attendance:** Genna Davidge-Smith, Julia Cestra-de Vries, Johanna Downing, Beverly Shewchuk,

**Regrets:** Emma Anso, Barb Turcotte (interview)

Guests: Chelsea Ferguson

**1. CALL TO ORDER - 6:06 pm**

**2. WELCOME AND INTRODUCTIONS**

**3. APPROVAL OF AGENDA**

3.1. Add 6.1 E-vote Motions - Relocating and Cell Phone Allowance Policy and Procedure

3.2. Add 10.1.2 Add the new director as credit card holder once hired

3.3. Add 11 – In Camera

2018-04-12-01 Motion to accept agenda as presented with changes (Downing, Cestra-de Vries)

Carried

**4. ADOPTION OF MINUTES**

4.1. 2018-04-12-02 Motion to accept the minutes from March 22, 2018, as presented (Cestra-de Vries, Downing)

Carried

**5. UNFINISHED BUSINESS**

5.1. PoS (**A&P**) Johanna

Soft date: Saturday May 5, 2018, Breakfast provided

5.2. Payroll Sick Days. (**F&R**) – Bev

Ceridian will do this and will call when it is set up

**6. NEW BUSINESS**

6.1. E-vote Motions - Relocating and Cell Phone Allowance Policy and Procedure

Accepted as information

**7. LIBRARY DIRECTOR REPORT**

7.1. Acting Director's Report.

2018-04-12-03 Motion to enable the new director to attend the PLS meeting in Grande Prairie Monday May 7 & 8, 2018. (Cestra-de Vries, Downing)

Carried

**8. FINANCE & RESOURCE DEVELOPMENT**

8.1. Payroll Sick Days – Bev

Ceridian will do this and will call when it is set up

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**9. ADVOCACY & PLANNING**

- 9.1. Planning Plan of Service (Johanna)

Soft date: Saturday May 5, 2018, Breakfast provided

**10. HUMAN RESOURCES & POLICY**

- 10.1. Policy and Procedure updates/reviews Calendar & continue (Emma)

- 10.1.1. Director Relocation & Cell Phone Expense

2018-04-12-04 Motion to do a 2<sup>nd</sup> reading for the Relocating and Cell Phone Allowance Policy and Procedure. (Cestra-de Vries, Downing)

Carried

- 10.1.2. Add the new director as credit card holder once hired

2018-04-12-05 Motion to Add the new director as credit card holder once hired. (Cestra-de Vries, Downing)

Carried

- 10.2. Interview Questions (Director Job) –accept as information.

- 10.3. By-law – (1<sup>st</sup> & 2<sup>nd</sup> Reading for Definitions).

2018-04-12-06 Motion to do the 1st reading for the TPRLB Bylaws (Cestra-de Vries, Downing)

Carried

2018-04-12-07 Motion to do the 2nd reading for the TPRLB Bylaws (Downing, Cestra-de Vries)

Carried

**11. IN CAMERA – Turcotte and Anso entered the room 7:06pm**

2018-04-12-08 Motion to go in camera (Downing, Cestra-de Vries)

Carried

2018-04-12-09 Motion to come out of camera (Cestra-deVries, Downing)

Carried

2018-04-12-10 Motion to hire primary candidate for Library Director position (Downing, Cestra-de Vries)

Carried

**12. INFORMATION**

- 13. BOARD DEVELOPMENT:** Webinar via Town Council – April 16<sup>th</sup> – 20<sup>th</sup>.

- 14. NEXT MEETING:** Thursday May 10th at 6:00PM.

- 15. ADJOURN – 7:41pm (Downing)**

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**Motion to approve Director's Relocating and Cell Phone Allowance Policy and Procedure**

"I, Julia Cestra-de Vries, motion to approve Director's Relocating and Cell Phone Allowance Policy and Procedure

"I Genna Davidge- Smith 2<sup>nd</sup> the motion to approve Director's Relocating and Cell Phone Allowance Policy and Procedure

In favor: (Anso, Turcotte, Downing)