

Town of Peace River Library Board
MEETING AGENDA
THURSDAY, March 22nd, 2018 6:00PM
Penn-West Meeting Room, Library

In Attendance: Emma Anso, Barb Turcotte, Genna Davidge-Smith, Julia Cestra-de Vries, Johanna Downing, Beverly Shewchuk,

Regrets:

Guests: Chelsea Ferguson, Ruth Soult, Cindy Roy

1) CALL TO ORDER

2) WELCOME AND INTRODUCTIONS

3) APPROVAL OF AGENDA

- a. Addition 6c - Monthly board meeting dates
- b. Credit card 6d
- c. Payroll 6e
- d. Change the date on the agenda to read 2018

2018-03-22-01 Motion to accept agenda changes as presented (Davidge-Smith, Turcotte)
Carried

4) ADOPTION OF MINUTES

- a. Feb 15th, 2018 with changed the dates to read 2018

2018-03-22-02 Motion to accept the minutes with changes presented (Cestra-de Vries, Downing)
Carried

5) UNFINISHED BUSINESS

- a. Directors Annual Review (Genna)

Accepted as information

- b. E-vote Motions (HR)

Please see attached document.

2018-03-22-03 Motion to accept the E-vote motions from February 27, 2018 (Downing, Davidge-Smith)

Carried

- c. Approved Budget in Drop Box (F&R) (Emma)

6) NEW BUSINESS

- a. Sick Days (F&R)
- b. Hiring of HR Consultant (Johanna)

2018-03-22-04 Motion to hire Stacy Messner for up to \$1200 for support in the hiring process (Cestra-de Vries, Davidge-Smith)

Carried

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- c. Monthly board meeting dates
- d. Credit card - Cancel the CC

2018-03-22-05 MOTION (Downing, Cestra-de Vries) to cancel the credit card
Carried

- e. Payroll - Sick days - Bev will add sick day accumulation via Ceridian

7) LIBRARY DIRECTOR REPORT

- a. Acting Director's Report.

Accepted as information

8) FINANCE & RESOURCE DEVELOPMENT

- a. Approved Budget in Drop Box
- b. Payroll Sick Days.

9) ADVOCACY & PLANNING

- a. Plan of Service Community Meeting Results (Johanna)
- b. Planning Plan of Service (Johanna)

10) HUMAN RESOURCES & POLICY

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

- a. 1D/18: PERSONAL Terms of Employment

2018-03-22-06 (Cestra-de Vries, Davidge- Smith) to approve the 1st reading of 1D/18: PERSONAL Terms of Employment

Carried

2018-03-22-07 (Cestra-de Vries, Davidge-Smith) to approve the 2st reading of 1D/18: PERSONAL Terms of Employment

Carried

- b. 6_HR.02.2018: Library Director Job Description

2018-03-22-08 (Downing, Davidge-Smith) to approve the 1st reading of 6_HR.02.2018: Library Director Job Description

Carried

2018-03-22-09 (Cestra-de Vries, Tuccote) to approve the 2st reading of 6_HR.02.2018: Library Director Job Description

Carried

- c. GM.06.2018: Electronic Voting

2018-03-22-10 (Downing, Davidge-Smith) to approve the 1st reading of GM.06.2018: Electronic Voting

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2018-03-22-11 (Cestra-de Vries, Tuccote) to approve the 2st reading of GM.06.2018: Electronic Voting

Carried

d. 6_HR.07.2018: Employee Recruitment.

2018-03-22-12 (Cestra-de Vries, Davidge-Smith) to approve the 2nd reading of 6_HR.07.2018: Employee Recruitment

Carried

b. Motion to Approve New Board Applicants.

2018-03-22-13 Motion Chelsea Ferguson and Ruth Soult to become members of the TPRLB (Cestra-de Vries, Davidge-Smith).

Carried

c. Programme Coordinator Job (Emma)

d. Interview Questions (Director Job)

e. Director Applicants.

f. Director Job Offer Perks.

11) INFORMATION

12) BOARD DEVELOPMENT

13) NEXT MEETING: Thursday April 12th at 6:00PM.

14) ADJOURN 9:17 Tucortte

Carried

ADOPTED



Emma Anso
Town of Peace River Library Board Chair



Julia Cestra-deVries
Town of Peace River Library Board Secretary