

**Town of Peace River Library Board**  
**MEETING AGENDA**  
**THURSDAY, February 15th, 2018 6:00PM**  
**Penn-West Meeting Room, Library**

**In Attendance:** Emma Anso, Barb Turcotte, Genna Davidge-Smith, LeeAnn Berry

**Regrets:** Julia Cestra-de Vries, Johanna Downing

**1) CALL TO ORDER: 6:01 pm**

**2) WELCOME AND INTRODUCTIONS**

**3) APPROVAL OF AGENDA** (Turcotte, Davidge-Smith)

Edited 6b): Program to Director's Job description.

Add 5a): Signing Authority to Unfinished Business.

Add 10c): Bylaw 3rd reading for Membership Cost.

Add 10d): Bylaw Rental to Amend.

**2018-02-15-01** MOTION (Turcotte, Davidge-Smith) to approve the Agenda with additions of 6b, 5a, 10c, 10d.

**Carried**

**4) ADOPTION OF MINUTES** (Davidge-Smith, Turcotte)

a. January 25th, 2018

**2018-02-15-02** MOTION (Davidge-Smith, Turcotte) to adopt the minutes of the TPRL Board minutes of January 25th, 2018 as presented.

**Carried**

**5) UNFINISHED BUSINESS**

a. Signing Authority: Accepted as reminder and information. Refer to minutes of Dec 14, 2017

**6) NEW BUSINESS**

a. Directors Annual Review (Davidge-Smith).

Accepted as information – Will be presented at March 22<sup>nd</sup> Meeting.

**7) LIBRARY DIRECTOR REPORT**

a. Director's Report – discussion of Maker Space Policy for next meeting.

Accepted as Information.

b. Annual Report

**2018-02-15-03** MOTION (Turcotte, Davidge-Smith) to approve the Annual Report

**Carried**

**8) FINANCE & RESOURCE DEVELOPMENT**

a. Approved Budget in Drop Box: Refer to January 25<sup>th</sup> Minutes.

**9) ADVOCACY & PLANNING**

a. Plan of Service Community Meeting: Feb 22<sup>nd</sup> 2018 @ 5:30pm

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**10) HUMAN RESOURCES & POLICY**

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

Policy 4\_OP.02.xxxx - Emergency Procedures – Julia

Accepted as information

Policy 6\_HR.02.2013 - Job Description Library Director – Genna

Accepted as information

Policy 6\_HR.06.20xx - Employee Recruitment and Selection – Emma

Accepted as information

Policy 6\_HR.11.20xx - Employee Grievance – Barb

Accepted as information

- b. Program's Director's Job Description and job posting

Accepted as information – Will be shared with all Board members and worked on together via email.

- c. Bylaw Membership 3<sup>rd</sup> Reading

**2018-02-15-04** MOTION (Davidge-Smith, Turcotte) to approve the third reading of the membership Bylaw.

**Carried**

- d. Bylaw Rental cost 1<sup>st</sup> and 2<sup>nd</sup> Reading

**2018-02-15-05** MOTION (Davidge-Smith, Turcotte) to approve the first reading of room rental Bylaw.

**Carried**

**2018-02-15-06** MOTION (Davidge-Smith, Turcotte) to approve the second reading of room rental Bylaw.

**Carried**

- e. Disciplinary Actions

Accepted and Information.

**11) INFORMATION**

**12) BOARD DEVELOPMENT**

**13) NEXT MEETING:** Thursday, March 22<sup>nd</sup> at 6:00PM.

**14) ADJOURN:** Moved (Davidge-Smith) 7:40

**Carried**