

**MINUTES**  
**REGULAR MEETING OF THE**  
**TOWN OF HIGH LEVEL LIBRARY BOARD**  
**January 29, 2020**

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<b>ATTENDANCE:</b> Shawnalee Jessiman	Chair
Mike Morgan	Vice Chair
Zaiell Robichaud	Director
Kathi Barrow	Director
Sylvia Kennedy	Director
Beth Kappelar	MCLB
Amanda Ebert	Library Manager

1. **CALL TO ORDER** – Shawnalee Jessiman called the meeting to order at 7:00 pm.
2. **ADDITION OR DELETION OF AGENDA – 6 d) Financials & 7 f) Treasurer**
3. **ADOPTION OF AGENDA** – Mike Morgan moved to accept the agenda as amended. **CARRIED**
4. **ADOPTION OF MINUTES** –Mike Morgan moved to accept the minutes. **CARRIED**
5. **ACTION LIST**  
Zaiell Robichaud moved to accept the Action List as information. **CARRIED**
6. **REPORTS**
  - a) **MLCB** – POS is due at the end of February. When finished, MLCB will forward to High Level Library Board for review and negotiations. Blue Hills Library is up and running. There are going to be “free” libraries in the communities of High Level, Zama, La Crete, Blue Hills & Ft. Vermilion. Each community will have a very “unique” library pertaining to the specific community.
  - b) **Library Managers Report** – Zaiell Robichaud moved to accept for information. **CARRIED**
  - c) **Financial Report**– There is an error regarding “posting” which needs to be identified and corrected. **Kathi Barrow moved** to have Amanda Ebert ask Clark McAskile if Carolyn would be able to look into this for us. **CARRIED** **Mike Morgan moved** to accept Financial Report as information. **CARRIED**
7. **NEW BUSINESS**
  - a) **Policy Committee** – Kathi Barrow, Sylvia Kennedy & Shawnalee Jessiman will review the policies that were sent back for correction.

b) **Signing Authority** – Mike Morgan moved to add Sylvia Kennedy as a signing authority. **CARRIED.**  
Mike Morgan rescinded this motion. Zaille Robichaud moved (by email) that Mike Morgan and Sylvia Kennedy be added to signing authority. **CARRIED.** Motion will be ratified at the next Board meeting.

c) **Alberta Library Conference, Jasper** – Kathi Barrow will look at her availability to attend.

d) **Exam writing fee** – Sylvia Kennedy moved to charge a \$20.00 “sitting” fee for exams. **CARRIED.**

e) **Fundraising** – Kathi Barrow moved for Amanda to request reserving the Program Room for March 7 – 7 & May 2 & 3. **CARRIED**

f) **Treasurer** – Tabled

**8. DISCUSSION/DECISION**

a) **In camera** – Board went in camera at 7:52 pm. Out of in camera at 7:58 pm

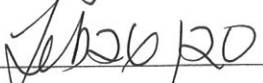
**9. INFORMATION ITEMS & CORRESPONDENCE** – None

**10. DATE OF NEXT MEETING** – February 26, 7:00 pm Room 110

**11. ADJOURNMENT** – Kathi Barrow moved to adjourn at 7:58 pm. **CARRIED**

  
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High Level Library Chair

\_\_\_\_\_  
Secretary

  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date