

1. Call to Order: 6:01 pm
 - a. Welcome and Introductions
 - b. In attendance: Lisa Crosby (Board Chair), Kimberley Sharkey (City Council Representative), Nigel Seymour (County Council Representative/Treasurer), Beverley Signarowski, Ellard Kanewischer, Amber Reid (Vice Chair), Terri McTavish (Auditor) Sarah McCormack (Librarian).
 - c. Regrets: Karen Nelson, Jannet Bactol
2. Approval of the Consent Agenda
 - a. Moved by: Amber
 - b. Voted: Approved
3. Rest of Agenda
 - a. Moved by: Ellard
 - b. Voted: Approved
4. Consent Agenda
 - a. April 2013 Board Meeting Minutes
 - i. No comments
 - b. May Income Statement
 - i. Requested reports:
 1. Actual year to date 2013 compared with budget report
 2. Accounts Payable listing for the month report
 3. 2012 and 2013 compared year to date report
 - ii. Create line item for grant expenditures (Sarah will ask auditor for language)
 - iii. Restricted fund located in net assets \$200
 1. Considering that we created a \$7000 endowment fund, please consider this restricted fund as part of that endowment
 - a. Motion: Ellard
 - b. Voted: Approved
 - c. HR & F Report
 - i. Verbal report
 - ii. Had a policy meeting May 22nd, 2pm
 1. Completed G.4 Donations and Naming Policy
 2. Viewed the policy G.5 Fiscal Management Policy
 3. Will bring these policies to the Board in June
 - iii. Financial meeting May 29, 5pm



1. CFSEA funds are completed
 2. \$3000 Vital Impact Grant for Teen Programming
 - d. BD & P Report
 - i. Amber submitted written report
 1. Policy G.2 – not quite complete
 2. Code of Ethics policy and Policy on Policy Making complete for June meeting
 - e. Head Librarian Report
 - i. Verbal report
 - ii. Will email policies to be reviewed by the Board
 - f. Board Chair Report
 - i. Business as usual
5. Business arising from the April 2013 Board meeting minutes
 - a. Rose garden and outdoor spaces
 - i. Bill Watson and City updates – all moving forward
 - b. Lighting and Safe Communities
 - c. Leisure Centre Passes
 - i. Sarah will look into courier from Leisure Centre to City Hall
 - d. Board email and drive access
 - i. Reminder
6. New Business
 - a. Auditor
 - i. Draft financials this year due to so many new faces. Doesn't anticipate any changes
 - ii. Documentation suggestions – a few areas where we can document things better
 - iii. Movement of \$200 to Endowment fund
 - iv. Went over the financials with us - the board spoke in camera
 - v. Motion to accept accountant prepared Financial Audit Documents:
 - vi. Make a motion: Amber
 - vii. Voted: Approved
 - b. Plan of Service
 - i. Sarah will complete and submit to entire board
 - ii. Board will comment and add/delete
 - iii. Lisa will approve when done
 - iv. Sarah will submit to the province



- c. Training – ALTA website
 - i. Lisa introduced the website and spoke to the idea of training 'bites'
 - ii. One paper set of the policies and handbook etc – Orientation packages instead
 - iii. Motion to join ALTA
 - iv. Motion: Ellard
 - v. Voted: Approved
- d. Policies
 - i. Tabled to June, 2013

7. Adjournment 8:00 pm

- a. Motion: Lisa
- b. Voted: Approved

8. Next Board Meeting: 6pm, June 26, 2013

