
**ALBERTA LIBRARY TRUSTEES ASSOCIATION
BOARD OF DIRECTORS MEETING
October 17, 2024
Online via Zoom
7:00 p.m. – 9:00 p.m.**

- 1. Call to OrderHank**
 - 2. Adoption of AgendaHank**
 - 3. Approval of Minutes**
 - 3.1. Approve Board of Directors meeting minutes of 2024-07-18Hank
 - 4. Items for Decision**
 - 4.1. Appointment of President, Vice President, & Treasurer Hank
 - 4.2. ALTA Banking Hank
 - 5. Items for Discussion**
 - 5.1. Coffee Chats Hank
 - 5.2. Stronger Together Library Conference Hank
 - 5.3. Documentation Review Hank
 - 6. Items for Information**
 - 6.1. Unaudited financial statements for the period ending September 30, 2024 Hank
 - 7. Next Meeting Dates**

Meetings are generally held on the 3rd Thursday of the month. Meetings will start at 7:00 p.m.
unless otherwise noted.
 - 8. AdjournmentHank**
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**ALBERTA LIBRARY TRUSTEES ASSOCIATION
BOARD OF DIRECTORS MEETING**

July 18, 2024

Zoom meeting

7:00 p.m. – 9:00 p.m.

ONLINE:

Hank Smit – Acting President

Brad Pearson

Barb Smith

Melody Christofferson (joined 7:13)

Cole Boychuk- Recorder

Regrets:

Barb Gilliat

Bill Windsor

Natasha Roberts

Doug Logan

Vic Mensch

Sandra Marin

Gillian Hynes

Aaron Noga

1. Call to Order

As a quorum was present, the Acting President called the meeting to order at 19:00 hours.

2. Adoption of Agenda

There were amendments to the agenda.

MOTION No. 2024-024: The agenda is approved as amended.

Moved by: B. Smith CARRIED UNANIMOUSLY

3. Approval of Minutes

3.1 Approve Board of Directors meeting minutes of 2024-04-18.

MOTION No. 2024-025: To approve the Board of Directors meeting minutes of 2024-04-18 as presented.

Moved by: B. Gilliat CARRIED UNANIMOUSLY

4. Item for Decision

4.1 Renewal of Contract with The Alberta Library

MOTION No. 2024-026: MOTION: To accept the quote from The Alberta Library and engage with them to provide ALTA with various administrative and financial support services, effective July 1, 2024 to June 30, 2026.

Moved by: B. Pearson, Seconder: B. Smith CARRIED UNANIMOUSLY

5. Next Meeting Dates

Meetings will be held on the 3rd Thursday of the month, excluding July, August, and December. All meetings will start at 7:00 p.m. unless otherwise noted.

6. Adjournment

The President declared the meeting adjourned at 19:13 hours.

Approval
of the minutes on

Date

President

Appointment of President, Vice-President, and Treasurer

ISSUE

Appoint a President, Vice-President, and Treasurer of the Board of Directors.

BACKGROUND

The typical duties of the executive officers are:

President

- Chairs the meetings of the Board of Directors, including setting the agenda
- Chairs the Annual General Meeting
- Constructs and seeks approval of the board calendar
- Constructs board meeting agendas and provides information for board information packages
- Works closely with the administrative and financial services provider (currently The Alberta Library, or TAL)
- Serves as an official spokesperson for ALTA and represents ALTA at official functions
- Participates in orientations for new Directors
- May have signing authority for ALTA, as defined by policies
- Presents the Board of Directors report to the Members
- Ensures policy decisions added to policy manual
- Maintains a list of board members

Vice-President

- Acts in the Presidents place when the President is absent
- Helps construct board meeting agendas and take minutes of meetings
- Serves as a representative of ALTA at official functions
- Votes as a member of the Board of Directors
- Elected by the Board from amongst its members
- Organize director and member meetings
- Maintain company records
- Ensuring compliance with governance laws, meet requirements of regulatory authorities

Treasurer

- Supervise the organization's financial condition
- Presents the budget and financial reports to the Board
- Coordinates the independent annual review of ALTA's books
- Presents the financial statements to the members at the AGM
- May have signing authority for ALTA, as defined by policies

CONSIDERATIONS

The Alberta Library (TAL) assists with these duties as defined in the Engagement Letter with TAL.

PROPOSED MOTIONS

MOTION: That _____ by appointed as President of the Board of Directors and the Alberta Library Trustees Association.

MOVED BY: _____ **SECONDED BY:** _____

MOTION: That _____ by appointed as Vice-President of the Board of Directors and the Alberta Library Trustees Association.

MOVED BY: _____ **SECONDED BY:** _____

MOTION: That _____ by appointed as Treasurer of the Alberta Library Trustees Association.

MOVED BY: _____ **SECONDED BY:** _____

ALTA Bank Account

ISSUE

ALTA needs to set up online banking with the TD Bank.

CURRENT STATUS

Cheques are created by TAL to pay vendors and the cheques are mailed to one signing authority at a time. Two signatures are required on each cheque.

CONSIDERATIONS

- The current method of getting cheques signed is not secure.
- Any current board member can be set up with signing authority for ALTA. There needs to be at least 2.
- Electronic payments through online banking systems are secure and generally have 2-factor authentication.
- The process with electronic payments through the bank would be as follows:
 - TAL would set up payments for approval with TD bank online banking system.
 - Copies of the invoices set up for payment would be sent in an email to the board members with signing authority.
 - The signers would log into TD online banking and confirm the payment to the invoice copy emailed.
 - The signers would approve the payment in the online banking system.
- Renee LeBlanc, the Finance Manager at TAL, will need to have the ability to create payments and view transactions, but not approve transactions within the online banking system.
- At least 2 board members of ALTA will need full access, including approval authority to the online banking system.

OPTIONS

1. Make no change, continue with paper cheques.
2. Contact TD Bank to add online banking for ALTA.
3. TAL could potentially assist in the transition to online banking, this would require a motion of the board to authorize Renee LeBlanc, from TAL to provide this service.

PROPOSED MOTION: Contact the TD Bank to add online banking to manage the ALTA bank account and to make payments to vendors.

MOVED BY: _____ **SECONDED BY:** _____

Coffee Chats

BACKGROUND

ALTA hosts virtual coffee chats once a month in the evening. The coffee chats each have a theme relevant to library trustees and are hosted by one of the ALTA Board members. The coffee chats will happen in November 2024, December 2024, January 2025, February 2025, and March 2025.

CURRENT STATUS

The ALTA Board needs to:

- Brainstorm themes
- Decide on hosts

Stronger Together Library Conference

BACKGROUND

ALTA was a signatory for the 2024 Stronger Together Conference. Past ALTA President Jenn Annheliger sat on the planning committee and ensured content for Trustees. The conference will be held in Edmonton in the same hotel in October 2025.

ALTA paid 7500 in seed money for the conference and is set to receive between \$1,000 - \$1,800 back. 445 people registered for the conference, approximately 35 of them noted to be trustees. A full report will be provided from the conference committee within the next 6 weeks.

QUESTIONS

- Debrief over this years conference. Thoughts?
- Does ALTA want to participate in next years conference?
 - What would Trustees like to see at next years conference?

Documentation Review

Our handouts are quite old.

- Do we need to change our documentation?
- How can we promote ourselves?

Alberta Library Trustees Association

Operating Fund Actual vs Budget	Jan - Sep 2024	Forecasted Revenue & Expenses	Projected to Dec 31, 2024	Budget	Variance to Budget
Fund Balance, Beginning of Year			36,706.02	36,706.02)	0.00)
Revenue					
4102 · Lorne McRae Grant	977.00	0.00	977.00	0.00)	977.00)
4201 · Membership Fees	21,270.00	0.00	21,270.00	25,000.00)	(3,730.00)
Total Funds Available	22,247.00	0.00	22,247.00	25,000.00)	(2,753.00)
Expense					
6000 · Administration Expenses					
6003 · Insurance	996.03	332.01	1,328.04	1,250.00)	78.04)
6007 · Website & Domain Name	126.26	0.00	126.26	0.00)	126.26)
6008 · Bank & Merchant Fees	150.01	0.00	150.01	500.00)	(349.99)
6011 · Communications	386.36	0.00	386.36	500.00)	(113.64)
6013 · Software Subscriptions	0.00	220.00	220.00	220.00)	0.00)
Total 6000 · Administration Expenses	1,658.66	552.01	2,210.67	2,470.00)	(259.33)
6100 · Contract Services					
6101 · Audit Fees	200.00	0.00	200.00	150.00)	50.00)
6103 · Admin & Finance	9,778.50	3,321.00	13,099.50	12,915.00)	184.50)
Total 6100 · Contract Services	9,978.50	3,321.00	13,299.50	13,065.00)	234.50)
6200 · Board Expenses					
6201 · Annual General Meeting	0.00	0.00	0.00	300.00)	(300.00)
6202 · Trustee Recognition	0.00	0.00	0.00	250.00)	(250.00)
6203 · Membership to Affiliate Orgs	0.00	0.00	0.00	550.00)	(550.00)
Total 6200 · Board Expenses	0.00	0.00	0.00	1,100.00)	(1,100.00)
6300 · Trustee Projects					
6302 · Trustee Education Development	0.00	0.00	0.00	0.00)	0.00)
6304 · Trustee Awards	0.00	0.00	0.00	250.00)	(250.00)
6306 · Trustee Resources	0.00	0.00	0.00	615.00)	(615.00)
6309 · Stronger Together Conference	7,500.00	0.00	7,500.00	7,500.00)	0.00)
Total 6300 · Trustee Projects	7,500.00	0.00	7,500.00	8,365.00)	(865.00)
Total Expense	19,137.16	3,873.01	23,010.17	25,000.00)	(1,989.83)
Surplus/(Deficit)	3,109.84	-3,873.01	-763.17	0.00)	(763.17)
Projected Fund Balance, End of Year			35,942.85	36,706.02	(763.17)

Alberta Library Trustees Association

Balance Sheet

As of 30 September 2024

ASSETS

Current Assets

Chequing/Savings

1100 · TD Chequing Account	38,890.23
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Total Chequing/Savings	38,890.23
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Accounts Receivable

1300 · Accounts Receivable	125.00
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1305 · GST Rebate Receivable	81.23
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Total Accounts Receivable	206.23
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Other Current Assets

1200 · Prepaid Expenses	719.40
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Total Other Current Assets	719.40
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Total Current Assets	39,815.86
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Fixed Assets

1500 · Computer Equipment	4,832.90
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1505 · Accum Amort - Computer Equip	(4,832.90)
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1510 · Furniture & Fixtures	900.00
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1515 · Accum Amort - Furniture	(900.00)
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Total Fixed Assets	0.00
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TOTAL ASSETS	39,815.86
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LIABILITIES & FUND BALANCE

Liabilities

Current Liabilities

Other Current Liabilities

2400 · GST/HST Payable	0.00
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Total Other Current Liabilities	0.00
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Total Current Liabilities	0.00
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Total Liabilities	0.00
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Funds

3100 · Operating Reserve Fund	39,815.86
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Total Fund Balance	39,815.86
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TOTAL LIABILITIES & FUND BALANCE	39,815.86
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