

## MINUTES

### SADDLE HILLS COUNTY MUNICIPAL LIBRARY BOARD MEETING

Held at the Bonanza Municipal Library

June 23, 2022

<b>PRESENT:</b>	Denise van Rootselaar	Chair
	Corry Heinrichs	Vice Chair
	Karen Egge	Trustee
	Sherill Day	Trustee
	Alison Wiebe	Savanna Library Manager
	Michelle Kettles	Bonanza Library Manager
	Bevonna Livingston	Woking Library Manager (via telephone)
	Cindy Clarke	Administrator
<b>ABSENT:</b>	Kathrin Langlois	Trustee
	Kristen Smith	Trustee

#### 1. CALL TO ORDER

Chair van Rootselaar called the meeting to order at 5:46 p.m.

#### 2. ADOPTION OF AGENDA

**01-06-23-22** Moved by Trustee Day that the agenda for the June 23, 2022 meeting be adopted as amended with the following changes: Addition of 8a Security Cameras. **CARRIED**

#### 3. ADOPTION OF MINUTES

**02-06-23-22** Moved by Vice Chair Heinrichs that the minutes of the May 2, 2022 meeting be adopted as presented. **CARRIED**

#### 4. LIBRARY MANAGER REPORTS

Bonanza – The Library will be moving to Summer Hours, Tuesday and Thursday from 10:00 – 1:00 on July 1st. Michele gave a verbal report on the activities of the Bonanza Library.

Savanna - The Library will be moving to Summer Hours, Monday and Wednesday from 10:00 – 1:00 on July 1<sup>st</sup>. Alison gave a verbal report on the activities of the Savanna Library which included an emergent request to repair shelving that has collapsed, as well as to reinforce the existing shelves to avoid future collapses.

**03-06-23-22      Moved by Trustee Egge to have existing shelves at Savanna Library repaired as needed, as soon as possible. CARRIED**

Woking – The Library will be moving to Summer Hours, Monday and Wednesday from 3:30 – 6:30, with the occasional Saturday on July 1<sup>st</sup>. Bevonna gave a verbal report on the activities of the Woking Library.

**04-06-23-22      Moved by Trustee Day that the Library Manager Reports be received for information. CARRIED**

## **5. BOARD ADMINISTRATOR REPORT**

Administrator Clarke reported on activities since the last meeting. The Provincial Grant Application has been approved and received.

**05-06-23-22      Moved by Vice Chair Heinricks that the Board Administrator Report be received for information. CARRIED**

## **6. LIBRARY CHAIR AND TRUSTEE REPORTS**

Trustee Egge – Reported that she attended all the components of the virtual Basic Training Seminar hosted by the Library Services Branch which went very smooth and was a good review. She requested that the Board continue to stay up-to-date on policies. Trustee Egge also attended the ALTA Annual General Meeting which was also held virtually. ALTA has been requested to reduce its budget by 70%, and currently has no executive officer.

Trustee Day – Had nothing to report and apologized for missing the Basic Training Seminar.

Vice Chair Heinricks – Reported that she attended 3 session of the Basic Training Seminar and that they were well presented. Our Board is on track with, and we should keep up the review of policies, etc.

Chair van Rootselaar – Reported that she was not able to attend all the sessions of the Basic Training Seminar, and felt that the sessions she did attend were a nice refresher. She noted that the sessions were recorded and can be revisited at a later date. She also reported that we need to continue to promote our libraries online through social media

**06-06-23-22      Moved by Trustee Day that the Library Chair and Trustee Reports be received for information. CARRIED**

## 7. FINANCIAL REPORT TO APRIL 30, 2022

Administrator Clarke presented the Financial Statement to May 31 2022 which included a financial breakdown for each library.

**07-06-23-22** Moved by Trustee Egge that the Financial Report to May 31, 2022 be accepted for information, and that library breakdown information be included in future financial reports. CARRIED

## 8. WOKING MULTIPLEX UPDATE

A part time janitor has been hired to clean the foyer, hallway, and bathroom until the Multiplex Association can take over the operation of the building.

Saddle Hills County CAO says the Multiplex Association has submitted their Society Application and are waiting for approval. Once approved, plans can be developed for The take over of the building and operation of the building.

**08-06-23-22** Moved by Vice Chair Heinricks that the Woking Multiplex Update be accepted for information. CARRIED

### 8a. SECURITY CAMERAS

The Board discussed the installation of wireless security cameras at each of the libraries. There was also discussion around installing new locking mechanisms on each of the doors to the Woking Library, with spare keys being held by a member of the Board for safety. A list of issues and/or details such as garbage, snow removal, etc., will be kept and discussed with the Multiplex Association once they assume responsibility for the building to help with a smooth transition.

**09-06-23-22** Moved by Vice Chair Heinricks that the Board Administrator Purchase 3 wireless camera units, not to exceed \$600.00 each, for the Bonanza, Savanna, and Woking Libraries. CARRIED

## 9. POLICY REVIEW LIB-AD12

Administrator Clarke brought Policy LIB-AD12 to the Board for clarification on the wording for item #3 Responsibility.

**10-06-23-22** Moved by Trustee Day that item #3 Responsibility, on Policy LIB-AD12, should read: *“Even though the Library Board has the legal responsibility for library services in the community; authority for the selection, acquisition, and disposition of library material rests with the Library Manager.”* CARRIED

## 10. BY-LAW REVIEW 04-2017

The Board discussed By-Law 04-2017.

**11-06-23-22 Moved by Trustee Day that review of By-Law 04-2017 be accepted for information. CARRIED**

## 11. PLAN OF SERVICE

The results from the Community Engagement Questionnaire were compiled and presented to the Board for discussion. A draft Plan of Service will be presented at the next Board meeting.

## 12. GIC RENEWAL

Administrator Clarke presented the information required for the renewal of a GIC which had reached maturity.

**12-06-23-22 Moved by Trustee Day that the principal and interest from the matured GIC be renewed at the current rate for a 1 year non-redeemable investment certificate. CARRIED**

## 13. CORRESPONDENCE

- a) Public Library Services Branch Update email
- b) Public Library Operating Grant approval email

**13-06-23-22 Moved by Vice Chair Heinricks that the Correspondence items be accepted for information. CARRIED**

## 16. NEXT MEETING DATE AND LOCATION

The next meeting date was tentatively scheduled for September 19, 2022, 3:30 pm, at the Saddle Hills County Administration building.

## 16. ADJOURNMENT

Chair van Rootselaar adjourned the meeting at 8:15 p.m.

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Denise van Rootselaar, Chair

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Cindy Clarke, Administrator