

MINUTES

SADDLE HILLS COUNTY MUNICIPAL LIBRARY BOARD MEETING

Held at the Savanna Municipal Library

May 2, 2022

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

1. CALL TO ORDER

Chair van Rootselaar called the meeting to order at 5:31 p.m.

2. ADOPTION OF AGENDA

01-05-02-22 Moved by Trustee Day that the agenda for the May 2, 2022 meeting be adopted as amended with the following changes: Item 10 a) and b) Policy numbers be changed to AD19 and AD20; Addition of Woking Library Update under 8 a). **CARRIED**

3. ADOPTION OF MINUTES

02-05-02022 Moved by Vice Chair Heinrichs that the minutes of the February 3, 2022 meeting be adopted as presented. **CARRIED**

4. LIBRARY MANAGER'S REPORTS

Library Managers from Savanna and Bonanza Libraries gave a verbal report on library Activities. Woking Library Manager provided a written report read by Administrator Clarke.

03-05-02-22 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 will have priority and be completed by the deadline of June 15, 2022.

04-05-02-22 Moved by Trustee Egge that the Board Administrator Report be received for information. CARRIED

6. LIBRARY CHAIR AND TRUSTEES REPORTS

Trustee Smith reported Chair van Rootselaar and Vice Chair Heinricks came to Council to report on Library Board activities, and other than that it has been business as usual.

Vice Chair Heinricks reported that she had attended a Council meeting to report on Library activities.

Trustee Day had nothing to report.

Trustee Egge introduced herself to Trustee Langlois, and reported that she had registered for the upcoming Board Basics webinars hosted by the Library Services Branch.

Trustee Langlois reported that she has registered for the upcoming Board Basics webinars hosted by the Library Services Branch.

Chair van Rootselaar reported that she had attended a Council meeting to report on Library activities and that additional information will be reported under Items 8 and 10 of the Agenda.

05-05-02-22 Moved by Vice Chair Heinricks that the Library Chair and Trustees Reports be received for information. CARRIED

7. FINANCIAL REPORT TO APRIL 30, 2022

Administrator Clarke presented the Financial Statement to April 30, 2022, as well as the letter from Loretta Daly who conducted the 2021 Financial Audit for the Library Board.

06-05-02-22 Moved by Trustee Langlois that the Financial Report to April 30, 2022 and the Auditor Letter be accepted for information. CARRIED

8. WOKING MULTIPLEX UPDATE

Chair van Rootselaar reported that she had received an update from the newly formed Woking Multiplex Association (email dated March 11, 2022). The County was in the Process of buying the building as of February 8th. They expected 90 days to close. They're leasing the school to the Association until 2024. After that time, the County will want to "sell" it to them, or someone else if the Association is not interested, for \$1 so it's completely off the County's plate. The County is giving the Association \$50,000.00 to start and they are to provide quarterly financial reports and report if they require more funds. The County will cover insurance, but everything else is the responsibility of the Association. The Association is in the process off becoming a Society and creating by-laws. After they receive

Society status, the Association will draft a Rental Agreement for the Woking Municipal Library. The County will make repairs to the roof of the building.

Trustee Smith reported that the County is in the process of roof repairs and that the east side of the building may have to remain closed to the public. The application needed to become a Society has been completed and submitted, and the Association is waiting to hear that their application has been approved they can move forward.

- a) **Woking Library Update** – Vice Chair Heinricks opened discussion on the status of the Woking Library and when it will transition from curbside service to doors open to the public. The Board discussed issues such as janitorial services; public washrooms; security; hallway dividers; and a doorbell. The Woking Municipal Library has been providing curbside pick up/drop off for the last 2 years and the public was asking when the doors will be open again. It was decided that ‘open door’ will mean that patrons wishing to browse the Library will be required to call the Library telephone and the Library Manager will come unlock the door and grant entry for the time being. A notice will be posted on the main entry to the building with the telephone number.

07-05-02-22 Moved by Vice Chair Heinricks that the Woking Municipal Library transition from curbside service to ‘open door’ service May 16, 2022. **CARRIED**

9. POLICY REVIEW

Policy LIB-AD01 Travel Expenses/Honorarium Payment was brought forward to review the amount paid for mileage. With the increase of fuel prices recently, it was discussed that the mileage rate needed to be increased.

08-05-02-22 Moved by Chair van Rootselaar that the amount paid for mileage listed in Schedule 1 of Policy LIB-AD01 be increased to \$0.55/km effective April 1, 2022. **CARRIED**

10. NEW POLICY

- a) **Library of Things Collection Policy LIB-AD19**

Administrator Clarke developed a new policy for the collection of ‘Things’ being offered by the Woking Municipal Library.

09-05-02-22 Moved by Trustee Day that proposed new Policy LIB-AD19 Library Of Things Collection be discarded as not necessary and that Policies LIB-AD12 and LIB-AD03 be amended to include the Collection of Things. **CARRIED**

b) Meeting Delegation Policy LIB-AD20

Administrator Clarke developed a new Policy for requests to appear as a Delegation at Board Meetings. The Board is currently using Saddle Hills County By-Law 391-2021 *Council, Board, and Committee Meeting Procedure By-Law* as a reference.

As proposed new Policy LIB-AD19 Library of Things Collection has been discarded, the proposed new Policy LIB-AD20 Meeting Delegation, can assume the number LIB-AD19 if accepted.

10-05-02-22 Moved by Trustee Day that the proposed new Policy LIB-AD19 Meeting Delegation be adopted as presented. CARRIED

11-05-02-22 Moved by Vice Chair Heinricks that Bylaw 04-2017 (Safety and Use Bylaw) be amended to include Schedule E listing photocopy/printing charges of \$1.00 per page; and brought forward to the next meeting. CARRIED

11. SOCIAL MEDIA PRESENCE

The Board discussed the need for more frequent use of the Library and Board social media pages to promote exposure and advertising of Library activities.

12. PLAN OF SERVICE

The Board discussed the current Plan of Service which expires in 2022. A list of questions for the Needs Assessment will be forwarded to the Library Managers to post on Social Media and in the Library to obtain feedback from the community on the following items:

- a) Resources such as large print books, audio books, etc., for Seniors and Sight or Hearing Impaired patrons;
- b) Home School Resources
- c) Online Learning
- d) Classes/Activities hosted by the Libraries

The results of the Need Assessment will be brought back to the next meeting.

13. BOARD BASICS WORKSHOPS

The Library Services Branch will be offering the Board Basics Workshop through a series of webinars this year. New and returning Trustees are encouraged to register for the workshops.

12-05-02-22 Moved by Trustee Langlois that Trustees be authorized to claim one honorarium for attendance to the Board Basics Webinars whether they are registered for a single component or all components. CARRIED

14. SUMMER COURIER

The Library Managers from the Savanna Municipal Library and the Bonanza Municipal Library will manage the summer courier function. Summer Hours will be posted at a later date.

15. CORRESPONDENCE

- a) Letter from Ric McIver, Municipal Affairs
- b) Letter from Reeve Alvin Hubert, Saddle Hills County
- c) Library Annual Report Stats

13-05-02-22 Moved by Chair van Rootselaar that the Correspondence items be accepted for information. CARRIED

16. NEXT MEETING DATE AND LOCATION

Next meeting to be held Thursday June 23, 2022 at the Bonanza Municipal Library at 5:30 pm. Supper will be provided.

16. ADJOURNMENT

Chair van Rootselaar adjourned the meeting at 7:44 p.m.

Redacted
Denise van Rootselaar, Chair

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Cindy Clarke, Administrator