

MINUTES

SADDLE HILLS COUNTY MUNICIPAL LIBRARY BOARD MEETING

Held at the Saddle Hills County Complex

October 14, 2021

PRESENT:	Denise van Rootselaar	Chair
	Karen Egge	Trustee
	John Moen	Trustee
	Brenda Radke	Trustee
	Alison Wiebe	Savanna Library Manager
	Bevonna Livingston	Woking Library Manager (via Telephone)
	Cindy Clarke	Administrator
ABSENT:	Corry Heinrichs	Vice Chair
	Sherill Day	Trustee
	Michelle Kettles	Bonanza Library Manager

1. CALL TO ORDER

Chair van Rootselaar called the meeting to order at 2:32 p.m.

2. ADOPTION OF AGENDA

01-10-14-21 Moved by Trustee Moen that the agenda for the October 14, 2021 meeting be adopted as presented. Carried

3. IN CAMERA – PERFORMANCE APPRAISALS

02-10-14-21 Moved by Trustee Radke that the meeting move into an In Camera Session to discuss staff Performance Appraisals. Carried

Administrator Cindy Clarke excused herself from the In Camera session.

03-10-14-21 Moved by Trustee Egge that the meeting move out of In Camera. Carried

Chair van Rootselaar called for recess at 4:47 pm and the meeting reconvened at 4:54 pm.

4. ADOPTION OF MINUTES

04-10-14-21 Moved by Trustee Moen that the minutes of the September 2, 2021 meeting be adopted as presented. Carried

5. LIBRARY MANAGER'S REPORTS

Library Managers from Bonanza, Savanna, and Woking presented written reports.

05-10-14-21 Moved by Trustee Egge that the Library Manager from Woking has authorization to purchase the wheeled cart and step as requested. Carried

06-10-14-21 Moved by Trustee Egge that the Library Manager's reports be received for information. Carried

6. BOARD ADMINISTRATOR'S REPORT

Board Administrator Cindy Clarke, presented a written report.

07-10-14-21 Moved by Trustee Radke that the Board Administrator Report be received for information. Carried

7. LIBRARY CHAIR AND TRUSTEES REPORTS

Trustee Radke expressed that this is her last Board meeting as she has resigned as Trustee. Trustee Radke shared that it has been a pleasure serving on the Library Board, and a very rewarding experience.

Trustee Egge reported on the information she received from the panels and sessions of the Rural Library Conference. Trustee Egge also reported that the quality of the Zoom has improved since it has become an intentional part of the current environment.

Trustee Moen expressed that this may be his last Library Board meeting pending the upcoming Municipal Election. Trustee Moen also commented on the price increases on most commodities, especially food, due to the covid pandemic.

Chair van Rootselaar reported on the sessions and panels she attended at the Rural Library Conference. Inclusivity and diversity were obvious themes of the conference. As part of civic journalism, it is recommended that the libraries take more initiative posting information on their websites and social media platforms.

08-10-14-21 Moved by Trustee Moen that the Library Chair and Trustees Reports be received for information. Carried

8. FINANCIAL REPORT TO SEPTEMBER 30, 2021

The financial report to September 30, 2021 was presented for the Board's review.

09-10-14-21 Moved by Trustee Radke that the Financial Report to September 30, 2021 be accepted as presented. Carried

9. WOKING SCHOOL CLOSURE UPDATE

This item will be tabled and remain on future agendas as information becomes available. It will take Peace Wapiti School Division 6-9 weeks to have any updates.

10. 2022-2024 DRAFT BUDGET

A 2022-2024 Draft Budget was presented to the Board for review. Chair van Rootselaar and Administrator Clarke commented on their meeting with Saddle Hills County CAO, Cary Merritt, to discuss the draft budget. Administrator Clarke will have information from the Library Managers for capital expenditures by November 15th.

10-10-14-21 Moved by Trustee Egge that the 2022-2024 Draft Budget be accepted as the Final Budget. Carried

11-10-14-21 Moved by Trustee Moen that authorization be given to Chair van Rootselaar, Administrator Clarke, and any other Library Board member who wishes to attend the October 26, 2021 Saddle Hills County Council Meeting as a delegation to present the final budget. Carried

11. POLICY REVIEW

Policies LIB-AD02 to LIB-AD11 were presented to the Board for review.

12-10-14-21 Moved by Trustee Egge that Policies LIB-AD02 and LIB-AD11 be accepted as amended. Carried

12. OTHER

Delegation to Saddle Hills County Council October 26, 2021, and ATB Financial request for Information, were received as information.

13. NEXT MEETING DATE

The next meeting of the Library Board will be tentatively scheduled for November 15, 2021 at the Saddle Hills County Administration Building at 3:30 pm. Items to be included on the Agenda are New Trustee Orientation, and Promotional Items.

14. ADJOURNMENT

Chair van Rootselaar adjourned the meeting at 6:22 pm.

Denise van Rootselaar, Chair

Cindy Clarke, Administrator

Adopted December 13, 2021 Motion #02-12-13-21