

# MINUTES

## SADDLE HILLS COUNTY MUNICIPAL LIBRARY BOARD MEETING

Held at the Savanna Municipal Library

September 26, 2023

<b>PRESENT:</b>	Denise van Rootselaar	Chair
	Corry Heinrichs	Vice Chair
	Karen Egge	Trustee
	Sherill Day	Trustee
	Kathrin Langlois	Trustee
	Kristen Smith	Trustee
	Cindy Clarke	Administrator
	Michele Kettles	Bonanza Library Manager (via Zoom)
	Joann Nelson	Sub Bonanza Library Manager (via Zoom)
	Alison Wiebe	Savanna Library Manager

**ABSENT:** Bevonna Livingston      Woking Library Manager

### 1. CALL TO ORDER

Chair Van Rootselaar called the meeting to order at 3:59 p.m.

### 2. ADOPTION OF AGENDA

**01-09-26-23**      Moved by Trustee Day that the agenda for the September 26, 2023, meeting be adopted as presented. **CARRIED**

### 3. ADOPTION OF MINUTES

**02-09-26-23**      Moved by Trustee Smith that the minutes of the June 8, 2023, meeting be adopted as presented, with noted date corrections of June 8, 2023 meeting. **CARRIED**

#### 4. LIBRARY MANAGER'S REPORTS

Bonanza – A written report from Michele Kettles, Library Manager for the Bonanza Municipal Library is included as part of these Minutes. Michele highlighted the activities of the Library since the last meeting. Only one family enrolled for the TD Summer Reading Program this year, so the Library won't be participating in the future. The hours for the Bonanza Municipal Library are: Tuesday and Thursday 3:00 – 6:00 pm and Saturday 10:00 am – 1:00 pm.

Savanna – A written report from Alison Wiebe, Library Manager for the Savanna Municipal Library is included as part of these Minutes. Alison gave a report on the Library activities since the last meeting. The Savanna Municipal Library hours will be changing to: Monday, Tuesday, and Wednesday, 3:00 – 6:00 pm as requested by patrons.

Woking – A written report from Bevonna Livingston, Library Manager for the Woking Municipal Library is included as part of these Minutes. Chair van Rootselaar read the report which highlighted the Library activities since the last meeting. Bevonna has been asked to sit on the Library Manager's Council of PLS which meets twice per year. There is also a request for funds to replace the computer recommended by Ryan at PLS. The Power of Play Program for ages 0-6 years, sponsored by Grande Prairie Family Education Society, Grande Prairie and Area Family Resource Network, and Ages and Stages Questionnaires, will be held at the Woking Municipal Library on Wednesday September 20, 27, and October 4, 11, 18, from 2:45 to 3:45 pm. Effective November 1, 2023 the hours for the Woking Library will be: Monday and Wednesday 10:00 am – 1:00 pm, and Saturday 9:00 am – 12:00 pm. Until then, the hours will remain 3:00 – 6:00 pm on Monday and Wednesday. with no change to Saturday hours.

**03-09-26-23      Moved by Vice Chair Heinricks that the Woking Municipal Library Manager receive regular hourly wages while attending meetings of the PLS Library Manager's Council. CARRIED**

**04-09-26-23      Moved by Trustee Egge that \$850.00 from the Capital line of the Budget be used for computer replacement at the Woking Municipal Library. CARRIED**

**05-09-26-23      Moved by Trustee Day that the Library Manager Reports be accepted as presented. CARRIED**

#### 5. LIBRARY ADMINISTRATOR REPORT

Administrator Clarke reported on the duties and activities completed since the last Board Meeting. Highlights included the purchase and installation of an Archive Cabinet delivered to the Woking Municipal Library. The Provincial Grant was received and was increased to \$21,460.00. Administrator Clarke is working on a digital Trustee Binder to save on resources and be more efficient. There was also discussion on the purchase of Bell Telephones.

**06-09-26-23** Moved by Trustee Day that an account with Bell Mobility be opened for cell phones for the Bonanza and Woking Municipal Libraries, and that the agreement with Telus for phone service at Bonanza Municipal Library be cancelled. **CARRIED**

**07-09-26-23** Moved by Trustee Langlois that the Administrator Report be accepted as presented. **CARRIED**

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

**Trustee Smith** – had attended the PLS Board meeting where there were budget discussions and the courier delivery services. Saddle Hills County Council has been preparing for the upcoming Organizational Meeting and budget.

**Trustee Day** – had nothing to report.

**Trustee Egge** – reported that this will be her last meeting since October 1<sup>st</sup> she and her husband will be moving into Clairmont. Trustee Egge is proud of Saddle Hills County and the support given to Library Services. Thanks was given to the Library Managers for their continued dedication to working at the Libraries and putting patrons first. Thanks was given to the Board for their consistent leadership and connection to the communities. Trustee Egge is sad to say goodbye.

**Trustee Langlois** – had nothing to report.

**Vice Chair Heinricks** – reported that this will be her last Board meeting as well since her appointment expires. Vice Chair Heinricks has enjoyed her time as a Trustee on the Saddle Hills County Municipal Library Board for the past 10 years.

**Chair van Rootselaar** – received an email from Saddle Hills County requesting that the Library Board come to Council as a delegation to present the Proposed 2024 Budget before their Organizational Meeting on October 24<sup>th</sup>.

Chair van Rootselaar and Administrator Clarke will submit a Delegation request to appear before Saddle Hills County Council on October 10, 2023.

**08-09-26-23** Moved by Vice Chair Heinricks that the Library Board Chair and Trustee Reports be accepted as presented. **CARRIED**

## **7. FINANCIAL REPORTS**

Administrator Clarke presented the Financial Statement to September 15, 2023; the Projected 2023 Year End Budget; and the Proposed 2024 Budget for review

Trustee Egge suggested that the Chair and Administrator speak to Council about the increased costs for Collections, Programs, and Supplies for the Libraries, during their Delegation on October 10, 2023.

**09-09-26-23** Moved by Trustee Smith that Policy LIB-AD01 be amended to mirror the Saddle Hills County rates for Honorariums and Mileage effective September 26, 2023. CARRIED

**10-09-26-23** Moved by Vice Chair Heinricks that the Financial Statements be accepted as discussed. CARRIED

## **8. WOKING MULTIPLEX ASSOCIATION UPDATE**

The Woking Multiplex Association has decided they would like to begin utilizing the old school staff/kitchen where some of the Library Supernet equipment is currently located. Ryan from PLS is awaiting a quote from Land Tech Services to construct a suitable housing around the equipment which should be approximately \$750.00 plus travel.

**11-09-26-23** Moved by Trustee Langlois that up to \$1000.00 from the Capital line of the budget be used for the construction of a housing for the Library Supernet equipment currently stored in the kitchen room of the Woking Multiplex. CARRIED

## **9. STRONGER TOGETHER CONFERENCE**

The Stronger Together Conference hosted by Peace Library System, Parkland Regional Library System, Yellowhead Regional Library, and Northern Lights Library System, will be held November 9<sup>th</sup> and 10<sup>th</sup> at the River Cree Resort and Casino in Enoch Alberta.

There was a discussion around the potential attendance and registration for the Conference considering upcoming Board Trustee turnover. It was decided that any Trustee interested in the Conference should attend the online sections. Any room reservations will be cancelled.

Administrator Clarke was directed to send a letter to Peace Library System on behalf of the Library Board, outlining the Board's concerns over the change of date and venue of the Stronger Together Conference considering that Municipalities and Library Boards are engaged in Organization Meetings and budget preparations at this time of year.

**12-09-26-23** Moved by Trustee Day that the Performance Appraisals be rescheduled to the February Board Meeting on the Annual Calendar from now on. CARRIED.

## **10. CORRESPONDENCE**

**13-09-26-23**      **Moved by Vice Chair Heinrichs that the Correspondence item be Accepted for information. CARRIED**


## **12. NEXT MEETING DATE AND LOCATION**

The next meeting is tentatively scheduled for Thursday November 16, 2023 at the Bonanza Municipal Library, at 4:30 pm. Supper will be provided at this meeting to celebrate Christmas.

## **13. ADJOURNMENT**

Chair van Rootselaar adjourned the meeting at 6:16 pm.

  
Denise van Rootselaar, Chair

  
Cindy Clarke, Administrator