

**MINUTES**  
**SADDLE HILLS COUNTY MUNICIPAL LIBRARY BOARD MEETING**  
**ORGANIZATIONAL MEETING**  
**Held at the Bonanza Municipal Library**  
**November 16, 2023**

<b>PRESENT:</b>	Denise van Rootselaar	Trustee (via Zoom)
	Liz Gustafson	Trustee (via Zoom)
	Tracey Hughes	Trustee
	Sherill Day	Trustee
	Kathrin Langlois	Trustee
	Kristen Smith	Trustee (via Zoom)
	Cindy Clarke	Administrator
	Michele Kettles	Bonanza Library Manager (via Zoom)
	Joann Nelson	Sub Bonanza Library Manager
	Alison Wiebe	Savanna Library Manager

**ABSENT:** Bevonna Livingston                      Woking Library Manager

**1. CALL TO ORDER**

Administrator Clarke called the meeting to order at 4:37 p.m.

**2. INTRODUCTIONS**

Round table introductions to welcome newly appointed Trustees Liz Gustafson and Tracey Hughes, and returning Trustees Denise van Rootselaar and Sherill Day.

**3. CALL FOR NOMINATIONS - CHAIR**

Administrator Clarke made the first call for nominations for the position of Board Chair. Trustee Langlois nominated Trustee Denise van Rootselaar. Trustee van Rootselaar accepted the nomination.

Administrator Clarke made the second call for nominations for the position of Board Chair. Trustee Smith nominated Trustee Day. Trustee Day declined the nomination.

**01-11-16-23 O Moved by Trustee Day that nominations for the position of Board Chair cease. CARRIED  
Congratulations to the new Board Chair Trustee van Rootselaar.**

Administrator Clarke turned the remainder of the Organizational Meeting over to Board Chair van Rootselaar.

#### **4. CALL FOR NOMINATIONS – VICE CHAIR**

Board Chair van Rootselaar made the first call for the nomination of Vice Chair. Trustee Day nominated Trustee Hughes for the position of Vice Chair. Trustee Hughes accepted the nomination.

Board Chair van Rootselaar made the second call for the nomination of Vice Chair. Board Chair van Rootselaar nominated Trustee Langlois for the position of Vice Chair. Trustee Langlois declined the nomination.

**02-11-16-23 O Moved by Trustee Day that nominations for the position of Vice Chair cease. CARRIED  
Congratulations to the new Vice Chair Trustee Hughes.**

#### **5. MOTION TO CANCEL PREVIOUS SIGNATORIES**

**03-11-16-23 O Moved by Trustee Langlois that Denise van Rootselaar, Corry Heinricks, and Cindy Clarke be removed as signing authorities for the Saddle Hills County Municipal Library Board ATB Financial T-Bill Savings Account, Community Spirit Account, and MasterCard Account, effective November 16, 2023. CARRIED**

#### **6. MOTION TO APPOINT SIGNATORIES**

**04-11-16-23 O Moved by Trustee Day that the signing authorities for the Saddle Hills County Municipal Library Board ATB Financial T-Bill Savings Account, Community Spirit Account, and MasterCard Account be established as any two of Chair Denise van Rootselaar, Vice Chair Tracey Hughes, and Administrator Cindy Clarke, effective November 23, 2023. CARRIED**

**7. MOTION TO APPOINT ONLINE BANKING AUTHORITY**

**05-11-16-23 O** Moved by Trustee Langlois that Administrator Cindy Clarke be authorized as the ATB Financial Online Banking Administrator for the Saddle Hills County Municipal Library Board T-Bill Savings Account, Community Spirit Account, and MasterCard Account.  
**CARRIED**

**8. ADJOURNMENT**

Chair van Rootselaar adjourned the Organizational Meeting at 4:45 pm.

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Denise van Rootselaar, Chair

Cindy Clarke, Administrator