

## **MINUTES**

### **SADDLE HILLS COUNTY LIBRARY BOARD MEETING**

**Held at the Saddle Hills County Administration Building**

**May 15, 2025**

<b>PRESENT:</b>	Tracey Hughes	Chair
	Sherill Day	Vice Chair
	Kristen Smith	Trustee (via Zoom)
	Corry Heinrichs	Trustee
	John Croken	Trustee
	Michele Kettles	Bonanza Library Manager (via Zoom)
	Alison Wiebe	Savanna Library Manager (via Zoom)
	Joan Hardy	Woking Library Manager (via Zoom)
	Cindy Clarke	Administrator
<b>ABSENT:</b>	Elizabeth Gustafson	Trustee

#### **1. CALL TO ORDER**

Chair Hughes called the meeting to order at 5:00 pm.

#### **2. INTRODUCTIONS**

Chair Hughes introduced and welcomed new Trustees to the Board, Corry Heinrichs and John Croken.

#### **3. ADOPTION OF THE AGENDA**

**01-05-15-25** Moved by Vice Chair Day that the Agenda for the May 15, 2025 Saddle Hills County Library Board Meeting be adopted as presented.  
**CARRIED**

#### **4. ADOPTION OF MINUTES**

**02-05-15-25** Moved by Trustee Heinrichs that the Minutes from the February 20, 2025 Board Meeting be adopted as amended: #10 Next Meeting date May 15, 2025.  
**CARRIED**

## 5. REPORTS

### a) Library Managers:

**Savanna** – Library Manager Alison Wiebe reported that there were 45 new patrons since the last report, bringing the total number of library cards issued to date to 331. The Savanna Municipal Library and the Savanna school library are registered to hold a bookfair together in September. Registrations for the Summer reading program so far consist of 20 children and 2 adults. The winter painting program did not go at all last winter due to weather. An Easter contest was held with big chocolate eggs being won by Zoe Schulz (elementary) and Rowan LaRochelle (high school). Kelsey Yuha won the draw for the turkey. The library donated a prize for the Blueberry Mother's Day Bingo. Local author Sarah Weiss, came to the library to read her new book to the daycare, junior kindergarten and kindergarten. The Library has ordered a copy of Sarah Weiss' book. The library has started a puzzle/game/card corner with games like giant jenga and giant twister which is being well received by patrons. The date for the Peace Library System annual site visit is yet to be determined, and will be done at the same time as the Bonanza Municipal Library.

**Woking** – Library Manager Joan Hardy reported that there were 4 new patrons since the last report bringing the total number of cards issued to 141. Joan took the Cyber Security Training offered by Peace Library System on April 30, 2025. The story time program and craft time continues on Tuesday mornings for the 3-5 year old children that attend the Woking Multiplex Playgroup. An Easter Egg Hunt was held on April 15<sup>th</sup> for the Playgroup with 16 children participating. The hunt was continued on April 16<sup>th</sup> and 17<sup>th</sup> for any children coming to the library. The library has on loan, the Spring Seasonal book block from Peace Library System. A Seniors Drop-In was held on Wednesday March 26<sup>th</sup> from 10:00 – 12:00 with 6 seniors dropping by for cake, coffee, and good conversation. The total number of circulations since the last report is 501. There have been approximately 234 patrons come into the library since the last report which includes families and repeat patron visits. A new furnace was installed on May 5<sup>th</sup>.

**Bonanza** – Library Manager Michele Kettles reported that since the last Board Meeting there was 1 new patron, bringing the total number of library cards issued to date to 93. Michele asked if anyone from the Board knew of a place that would like to receive the books that she has been weeding from the shelves. The sign on the front of the school has been damaged, and will not be used again for the time being. Peace Library System LEAP training was taken and is now being used as the new system in the library. The library donated a prize to the Bonanza School Bingo fundraiser, consisting of 4

assorted books and a \$100.00 gift card to the Bonanza Store, presented in a canvas library bag. Ordering and cataloging of new materials continues at the library which includes requests from library patrons.

Library Manager Joan Hardy excused herself from the meeting at 5:11 pm, after giving her report.

b) Administrator:

Administrator Cindy Clarke reported that the bookkeeping has been on going and continues as usual. Work on Library Board Policies continues on the few that needed amending since the Policy Review in November. Trustee binders and Policy binders were prepared for the new Trustees. Attended a Cyber Fraud webinar hosted by ATB Financial in March. Updating the Library Board facebook page continues. Preparations are underway to complete and submit the application for the Provincial grant.

c) Chair and Trustees:

**Trustee Croken** - is happy to have been selected to sit on the Saddle Hills County Library Board. Has sat on the Library Board in Grande Prairie in the past.

**Trustee Heinrichs** – is glad to be back on the Library Board and is looking forward to serving the people of Saddle Hills County.

**Vice Chair Day** – welcome to John and Corry.

**Trustee Smith** – welcome new Trustees. Business as usual at Saddle Hills County Council.

**Chair Hughes** – welcomed John and Corry and asked if they had any questions for the Board. Went over the Canada Revenue Agency/Banking issue which will be discussed later in the agenda. Gave a report on the insurance questions brought up at the last meeting regarding donating items from the Library of Things, and the insurance company replied that an insurance waiver was not necessary, but make sure the donations are in good working order. The receiver accepts the donations ‘as is’. Chair Hughes thanked the Library Managers and Administrator for their continued work, making the libraries in Saddle Hills County as success. The laptop at the Woking Library is outdated and obsolete and will not be replaced at this time. Chair Hughes informed the Board that Trustee Elizabeth Gustafson has resigned from the Library Board in an email received May 13, 2025. On behalf of the Library Board, Chair Hughes wished Elizabeth well. Saddle Hills County will advertise for a new Trustee, which can be appointed at their Organizational Meeting in October.

**03-05-15-25** Moved by Vice Chair Day that the Library Managers, Administrator, and Chair and Trustee Reports be accepted as presented.

**CARRIED**

## **6. FINANCIAL REPORTS**

a) Financial Report to April 30, 2025

**04-05-15-25** Moved by Trustee Croken that the April 30, 2025 Financial Report be accepted as presented.

**CARRIED**

b) GIC Renewal Notice

**05-05-15-25** Moved by Vice Chair Day that the GICs that are coming up for renewal in June, be renewed for a 1 year term at the current rate at that time.

**CARRIED**

c) Audited Financial Statements

**06-05-15-25** Moved by Trustee Heinrichs that the Audited 2024 Year End Financial Statements be accepted as presented.

**CARRIED**

## **7. NEW BUSINESS**

a) Name Change Discussion

Administrator Clarke received an email from the Public Library Services Branch of Municipal Affairs stating:

*“The legal name of the Library Board is ‘Saddle Hills County Library Board’ as per section 3 of the Libraries Act. Using anything other than that name to do business under (ie banking) is akin to using an alias and could put the Board at risk if something were to go awry. There is no corporate status for ‘Saddle Hills County Municipal Library Board’ and operating as such exposes the Board to risk.”*

**07-05-15-25** Moved by Trustee Heinrichs that the Saddle Hills County Library Board formally acknowledges that its legal name is “Saddle Hills County Library Board”, as per section 3 of the *Alberta Libraries Act*.  
**CARRIED UNANIMOUSLY**

**08-05-15-25** Moved by Vice Chair Day that the Board authorizes the Administrator to take all necessary steps to change the name on all relevant documents, accounts, and registrations, including but not limited to, bank accounts and CRA records, from Saddle Hills County Municipal Library Board to Saddle Hills County Library Board.  
**CARRIED UNANIMOUSLY**

## **8. POLICY REVIEW**

a) LIB-AD03 Library Cards

**09-05-15-25** Moved by Trustee Croken that the policy LIB-AD03 Library Cards, be adopted as presented.  
**CARRIED**

b) LIB-AD21 Meeting Code of Conduct

**10-05-15-25** Moved by Trustee Heinrichs that policy LIB-AD21 Meeting Code Of Conduct, be adopted as amended.  
**CARRIED**

c) LIB-AD22 Safety Policy

**11-05-15-25** Moved by Vice Chair Day that policy LIB-AD22 Safety Policy, be adopted as presented.  
**CARRIED**

## **9. CORRESPONDENCE**

**12-05-15-25** Moved by Trustee Croken that the Correspondence items be accepted for information.  
**CARRIED**

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## **10. NEXT MEETING DATE**

The next Library Board Meeting date is scheduled for Thursday June 19, 2025, to be held at the Woking Municipal Library at 4:00 pm.

## 11. ADJOURNMENT

Chair Hughes adjourned the meeting at 6:17 pm.

  
Tracey Hughes, Chair

  
Sherill Day, Vice Chair

June 19, 2025  
Date

June 19, 2025  
Date

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