

MINUTES
SADDLE HILLS COUNTY MUNICIPAL LIBRARY BOARD MEETING
Held at the Saddle Hills County Administration Building
February 20, 2025

PRESENT: Tracey Hughes Chair
 Sherill Day Vice Chair
 Elizabeth Gustafson Trustee (via Zoom)
 Kristen Smith Trustee (via Zoom)

 Michele Kettles Bonanza Library Manager
 Alison Wiebe Savanna Library Manager
 Joan Hardy Woking Library Manager

 Cindy Clarke Administrator

ABSENT: Ruth Czerniak Trustee

1. CALL TO ORDER

Chair Hughes called the meeting to order at 5:07pm.

2. ADOPTION OF THE AGENDA

01-02-20-25 Moved by Vice Chair Day that the Agenda for the February 20, 2025 Saddle Hills County Municipal Library Board Meeting be adopted as presented.
CARRIED

3. ADOPTION OF MINUTES

02-02-20-25 Moved by Vice Chair Day that the Minutes from the November 26, 2024 Organizational Meeting be adopted as presented.
CARRIED

03-02-20-25 Moved by Vice Chair Day that the Minutes from the November 26, 2024 Library Board Meeting be adopted as presented.
CARRIED

4. REPORTS

a) Library Managers:

Bonanza – Library Manager Michele Kettles reported that since the last Board Meeting there were 3 new patrons, and 3 card renewals. Michele inquired to PLS as to how the find the most requested books on a month to month basis to include in future reports. The Annual Report was completed. Weeding continues to clear space on the already full shelves. In March Michele will be taking Leap Training. Michele asked about subscribing to Amazon Prime to reduce delivery charges on items purchased through Amazon. Michele was directed by the Board to find the freight costs from 2024, as well as sign up for the free trial offered by Amazon Prime to see if it makes a difference.

Savanna – Library Manager Alison Wiebe reported that there were 35 library cards renewed since the last Board Meeting, and that 1 new patron has been added. The Annual Report is complete. The Painting Classes were cancelled due to bad weather conditions. The Savanna Library has signed up for the Summer Reading Program. Two people have used the library to write tests. A representative from the Mennonite Library Board, Sharla Isaac, has asked if the Mennonite Library could use the weeded collection items that Savanna was going to discard. Alison will be keeping the weeded items for Sharla to pick through before discarding. Spring Break for the school is March 31 to April 6, and hours for the Library will be posted. The Savanna Library requires a new battery pack as the old one malfunctioned with all the power surges lately.

04-02-20-25 Moved by Vice Chair Day that authorization be given to the Savanna Library Manager to purchase a new battery pack for the library.

CARRIED

Woking – Library Manager Joan Hardy reported that there were 4 new patrons, and 4 renewals since the last Board Meeting. Sadly, 2 patrons are deceased and have been removed from the patron list. Total number of cards for the reporting period is 136 (104 active and 32 expired). Joan has been adding new items to the collection, focusing on primary, juvenile, and the young adult sections. Story time and craft time has continued for Tuesday mornings during the Playgroup Program at the Multiplex. The Wreath Making program in November had 5 participants. An Open House was held on the evening of February 8th during the Woking Multiplex Supper and Fundraising event. The Open House was highly successful with approximately 40 people coming into the Library to view, ask questions, and take out books! The Library sponsored a gift box for

the Silent Auction. There was a Senior's Drop-In on Wednesday, February 12 from 10:00 to 12:00 which was well received by the participants. The Library will host another Senior's Drop-In in March. Total checkouts and renewals since the last report is 437. There have been approximately 140 patrons come into the Library since the last report, which includes families and repeat patron visits. Joan is looking for some direction on the disposal or repurposing of the blow-up boat and the kayaks that were removed from the Library of Things. There was a question of liability once the items have been passed on. Chair Hughes will get liability information from the insurance company. It was decided that donating the items to a community fundraiser event seemed to be the best option for disposing of the items.

b) Administrator:

Administrator Cindy Clarke reported that the bookkeeping has been on going and continues as usual. The T4 and T4A Slips and Summaries have been completed and submitted. The GST Return has been completed and submitted. The 2024 Final Budget and Financial Statements are complete and will appear later in the agenda. The 2025 Budget has been amended to include revised numbers from the 2024 Final Budget and will appear later in the agenda. Cindy has drafted a Meeting Code of Conduct Policy that appears later in the agenda. Cindy continues to work on policies that have yet to be reviewed, as well as drafting a new policy for the Library of Things. The 2025 Operating Grant from Saddle Hills County has been received and is in the bank collecting interest.

c) Chair and Trustees:

Vice Chair Day – nothing to report.

Trustee Gustafson – nothing to report.

Trustee Smith – nothing to report.

Chair Hughes – took care of correspondence and communications since the last Board Meeting. Has completed the Annual Survey. Would like to thank Vice Chair Sherill Day for helping with the Performance Appraisals that were held earlier in the afternoon. Would like to thank the Administrator for all her help and hard work. Would like to thank the Library Managers for their continued hard work providing library services to the communities.

05-02-20-25 Moved by Trustee Smith that the Library Manager, Administrator, and Chair and Trustee Reports be accepted as presented.

CARRIED

5. FINANCIAL REPORTS

a) 2024 Year End Final Budget

**06-02-20-25 Moved by Vice Chair Day that the 2024 Year End Final Budget be accepted as presented.
CARRIED**

**07-02-20-25 Moved by Trustee Gustafson that the 2024 Year End Final Budget and supporting documents be submitted to Saddle Hills County for audit purposes.
CARRIED**

b) 2025 Amended Budget

**08-02-20-25 Moved by Chair Hughes that the Amended 2025 Budget be adopted as presented.
CARRIED**

c) Financial Report to February 15, 2025

**09-02-20-25 Moved by Vice Chair Day that the Financial Report to February 15, 2025 be accepted as presented.
CARRIED**

6. OLD BUSINESS

a) Annual Calendar – Set Meeting Dates

Chair Hughes opened a discussion on having set dates and times for the scheduled Board Meetings on the Annual Calendar. After discussions the Board decided that Board Meetings will be held on the 3rd Thursday in the months that Board Meetings are scheduled. Times and locations will be decided at the Board Meeting preceding the next meeting.

**10-02-20-25 Moved by Chair Hughes that the Annual Calendar be amended as discussed.
CARRIED**

7. NEW BUSINESS

a) Annual Reports

The Library Managers completed their Annual Reports without any trouble. Help was available through PLS when needed. Chair Hughes had to fill out the contact information portion. Chair Hughes appreciates all the work by the Library Managers in completing their Annual Reports.

11-02-20-25 Moved by Vice Chair Day that the Annual Reports be approved and submitted to Peace Library System as required.

CARRIED

b) Library Survey

12-02-20-25 Moved by Vice Chair Day that Chair Hughes be authorized to submit the Annual Library Survey to Municipal Affairs as required.

CARRIED

8. POLICY REVIEW

a) LIB-AD20 Security Camera Information Collection

13-02-20-25 Moved by Vice Chair Day that the policy LIB-AD20 Security Camera Information Collection be adopted as amended.

CARRIED

b) LIB-AD21 Meeting Code of Conduct

14-02-20-25 Moved by Trustee Gustafson that policy LIB-AD21 Meeting Code Of Conduct be adopted as amended.

CARRIED

9. CORRESPONDENCE

a) Alberta Municipal Affairs – Minister's Awards for Excellence

b) Public Library Service Branch Update – February 19, 2025

15-02-20-25 Moved by Trustee Gustafson that the Correspondence items be accepted for information.

CARRIED

10. NEXT MEETING DATE

The next Library Board Meeting date is scheduled for May 5, 2025, at 5:30 pm, at the Saddle Hills County Administration Building.

11. IN-CAMERA

The Administrator and Library Managers were dismissed from the meeting so the Board could enter an In-Camera session to discuss labour issues.

**16-02-20-25 Moved by Vice Chair Day that the Library Board members enter an In-Camera session at 6:18 pm to discuss labour issues.
CARRIED**

**17-02-20-25 Moved by Trustee Smith that the Library Board members exit the In-Camera session at 6:38 pm.
CARRIED**

**18-02-20-25 Moved by Trustee Gustafson that the Library Board proceed as discussed In-Camera.
CARRIED**

12. ADJOURNMENT

Chair Hughes adjourned the meeting at 6:39 pm.

Tracey Hughes, Chair

Cindy Clarke, Administrator

