

MINUTES

SADDLE HILLS COUNTY MUNICIPAL LIBRARY BOARD MEETING

Held at the Bonanza Municipal Library

November 16, 2023

PRESENT: Denise van Rootselaar Chair (via Zoom)
Tracey Hughes Vice Chair
Sherill Day Trustee
Kathrin Langlois Trustee
Liz Gustafson Trustee (via Zoom)
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 Working Library Manager

1. CALL TO ORDER

Chair van Rootselaar called the meeting to order at 4:45 p.m.

2. ADOPTION OF AGENDA

01-11-16-23 Moved by Vice Chair Hughes that the Agenda for the November 16, 2023 Board Meeting be adopted as presented. CARRIED

3. ADOPTION OF MINUTES – SEPTEMBER 26, 2023

02-11-16-23 Moved by Trustee Day that the Minutes from the September 26, 2023 Meeting be adopted as amended: Item #6, ‘be’ to be amended as ‘been’. CARRIED

4. LIBRARY MANAGER REPORTS

Bonanza: Library Manager Kettles gave a review of her Library Manager Report that was handed out at the meeting. The account with Telus has been cancelled once the cell phone from Bell Mobility was received. The painting classes will resume on November 25, 2023. Patrons have continued to be interested in material on outdoor stories, memoirs, mystery, and new fiction. The Local Book Club has started picking their books for the fall/winter season. A copy of the Report is attached to these Minutes.

Savanna: Library Manager Wiebe gave a review of her Library Manager Report that was handed out at the meeting. Although registered for the online conference courses, Library Manager Wiebe was unable to attend. The air fryer and dehydrator are both listed in the Savanna Library Collections, and are currently checked out. There have been a number of patrons using the Library to complete online exams. The Library was turned into a Haunted House for Halloween and was very well received by students. Library Manager Wiebe was in contact with Kate-Lynn Hicks, the Head of Development of Peace Wapiti School Division, in regards to the renovations of the Savanna Library. Kate-Lynn provided a floor plan for the new library and stated that the renovations will begin in April 2024. Before the renovations get started, all the material in the Library will have to be removed. Shelves and fixtures are already spoken for by various community groups. The Savanna Rec Plex has generously given permission to have the Library material stored in a dressing room until the renovations are complete. The desk, adult books, and dvds will remain at the school in the hallway, so as not to have to close the Library for several months while work is being completed. Library Manager Wiebe asked that she be able to purchase boxes and hire some high school students to pack and move library material to the Savanna Rec Plex. The painting class will start on December 9, 2023. A copy of the Report and Floor Plan is attached to these Minutes.

Woking: Administrator Clarke read the Library Manager Report from the Woking Library Manager, which was included with the Agenda. Library Manager Livingston attended the online conference course, but definitely prefers an in-person conference. The Woking Multiplex will be undergoing some maintenance in November so the Library will be set up in the Woking Community Hall for games, activities, and books. There was a soap making workshop held, and everyone enjoyed learning how to make their own soap. A waiting list was made for a future soap making workshop. The new Library hours went into effect on November 1st as scheduled. The Woking Library Manager will work up to and including December 23, returning to regular hours January 6, 2024. The Library will also be open 1 day per week during Christmas Holidays to accommodate little's home from school (Dec 27 and January 3). Vice Chair Hughes asked about the Christmas Hours, which are at the discretion of the Library Managers as per policy. A copy of the Report is attached to these Minutes.

03-11-16-23

Moved by Trustee Day that the Savanna Library Manager be authorized to purchase boxes for the move of library materials during renovations, and that authorization be given for 4 high school students be hired at a rate of \$15.00/hour, to help with packing and moving the library material when required. CARRIED

04-11-16-23 Moved by Trustee Day that the Library Manager Reports be accepted as presented. CARRIED

Chair van Rootselaar recessed the meeting at 5:05 pm.

Chair van Rootselaar reconvened the meeting at 5:40 pm.

7. BOARD ADMINISTRATOR REPORT

Administrator Clarke gave a report on the activities since the September meeting. She attended the Council Delegation with Chair van Rootselaar on October 10, 2023 to discuss an increase in Library Funding. Trustee Smith, representative from Council, reported that the increase had been discussed and that confirmation can not be given until Council approves the budget in December. Administrator Clarke went to Bell Mobility in Grande Prairie and opened an account under Saddle Hills County Municipal Library Board and both the Bonanza cell phone and Woking cell phone will be on this account. The Telus account at Bonanza will have to be cancelled by Michele Kettles, as Cindy Clarke is not a contact person on that account. Bevonna Livingston contacted Bell Mobility to have the Woking Library cell phone number transferred to the new Library Board account. Savanna Library will continue to use the school phone system. Administrator Clarke has been organizing information for the new Trustees and working on Budget Reports.

05-11-16-12 Moved by Vice Chair Hughes that the Administrator Report be accepted as presented. CARRIED

6. LIBRARY BOARD CHAIR AND TRUSTEES REPORTS

Trustee Day – attended the Effective Meetings online workshop at the Conference which outlined that libraries are prominent. Trustee Day prefers in-person workshops and Conferences.

Trustee Gustafson – had nothing to report being a newly appointed Trustee. She has been listening and learning.

Trustee Langlois – had nothing to report.

Trustee Smith – has been busy with Council Budget Season. The County realizes the importance of library services in the Municipality and is willing to show support. Council asked if there were other county grants that the Library Board could apply for, such as the program or recreation grants. These grant programs will have to be researched.

Vice Chair Hughes – nothing to report being a newly appointed Trustee. Vice Chair Hughes is glad to be back on the Board and is looking forward to helping provide quality Library Services in Saddle Hills County.

Chair van Rootselaar – attended the online course on Effective Meetings and was experiencing some technical issues so would also prefer in-person workshops and Conferences.

06-11-16-23 Moved by Trustee Langlois that the Board Chair and Trustee Reports be accepted as presented. CARRIED

Trustee Smith left the meeting at 5:57 pm.

7. FINANCIAL REPORTS

Administrator Clarke presented the Board with Financial Statements to November 6, 2023; the Projected 2023 Year End Report; a Proposed 2024 Budget with an increase in funds from Saddle Hills County for a total of \$150,000.00; and the 2024 Budget Report from Peace Library System with the amounts that will affect the Saddle Hills County Library Board.

07-11-16-23 Moved by Trustee Day that the Financial Reports be accepted as presented. CARRIED

8. WOKING MULTIPLEX UPDATE

Saddle Hills County is doing repairs to the Woking Multiplex during the month of November. Library services will be held at the Woking Community Hall during the repairs. Monday and Wednesday mornings have been busy. A Thank You Card should be given to the Woking Willing Workers thanking them for the use of the Hall once the Library can resume in the Woking Multiplex.

08-11-16-23 Moved by Vice Chair Hughes that the Woking Multiplex Update be accepted as presented. CARRIED

9. CHRISTMAS BONUS GIFT

09-11-16-23 Moved by Trustee Day that each employee of the Saddle Hills County Municipal Library Board be presented with a Christmas Bonus Gift of \$100.00. CARRIED

10. POLICY REVIEW

Policy LIB-AD01 Travel Expense/Honorarium Payment and LIB-AD06 Records Management have been amended and presented for review.

10-11-16-23 Moved by Vice Chair Hughes that Policies LIB-AD01 Travel Expense/Honorarium Payment, and LIB-AD06 Records Management be adopted as amended. CARRIED

11. CORRESPONDENCE

11-11-16-23 Moved by Trustee Gustafson that the Peace Library System - Return on Investment correspondence be accepted for information. CARRIED

12. NEXT MEETING

The next meeting is tentatively scheduled for February 5, 2024, 1:30 pm, at the Saddle Hills County Administration Building. The employee Performance Appraisals will be conducted at this meeting.

13. ADJOURNMENT

Chair van Rootselaar adjourned the meeting at 6:42 pm.



Redacted



Denise van Rootselaar, Chair

Cindy Clarke, Administrator

