

## MINUTES

### SADDLE HILLS COUNTY LIBRARY BOARD MEETING

Held at the Saddle Hills County Administration Building

February 19, 2026

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

#### 1. CALL TO ORDER

Chair Hughes called the meeting to order at 3:00 pm.

#### 2. ADOPTION OF THE AGENDA

01-02-19-26 Moved by Vice Chair Day that the Agenda for the February 19, 2026 Library Board Meeting be adopted as presented.

**CARRIED**

#### 3. ADOPTION OF THE MINUTES

02-02-19-26 Moved by Trustee Roy that the Minutes from the Organizational Meeting held November 20, 2025 be adopted as presented.

**CARRIED**

03-02-19-26 Moved by Vice Chair Day that the Minutes from the Library Board Meeting held November 20, 2025 be adopted as presented.

**CARRIED**

#### 4. REPORTS

##### a) Library Managers

**Woking** – Library Manager Joan Hardy presented her report to the Board.

**Bonanza** – Library Manager Michele Kettles presented her report to the Board.

**Savanna** – Library Manager Alison Wiebe presented her report to the Board.

**04-02-19-26 Moved by Trustee Roy that the Bonanza Municipal Library Bell Mobility cell phone be cancelled.**

**CARRIED**

**05-02-19-26 Moved by Trustee Croken that the Bonanza Municipal Library Manager be authorized to expense \$55.00 monthly for the use of personal cell phone for library purposes, retroactive from December 2025.**

**CARRIED**

##### b) Administrator

Administrator Cindy Clarke presented her report to the Board.

**06-02-19-26 Moved by Vice Chair Day that the Administrator be authorized to enrol the Saddle Hills County Library Board in the ATB Financial Can Act program, allowing online access to Canada Revenue Agency payables.**

**CARRIED**

##### c) Chair and Trustees

**Trustee Croken** – reported that duties with the Catholic School Board has kept him busy with 512 children being served for Shrove Tuesday. The Old Timers Association will be holding a fund raising banquet on March 21, 2026 for student scholarships. Any old timer in the region is welcome to purchase tickets to the banquet.

**Trustee Roy** – reported that he has been busy with Saddle Hills County Council conferences. The County auction of used computer equipment has already taken place. Trustee Roy will bring up the next auction in the fall for the Library Board to consider purchasing used Tablets.

**Vice Chair Day** – nothing to report.

**Chair Hughes** – reported that after further email discussions with Peace Library System IT department, the libraries will opt out of the workstation security software update. The workstations are under utilized by the public, and the technology is obsolete. The use of Artificial Intelligence was brought forward to the Library Managers. The Library Board will review the Artificial Intelligence policy that Saddle Hills County approves as a guide for the Library Board policy. Chair Hughes completed the Annual Survey. Procedures for completion of the Annual Survey will be added to the Chair Binder as reference to future Library Board Chairs. The Library Managers were advised to consider safety during inclement weather conditions. Performance Appraisal letters were prepared and presented to staff.

**07-02-19-26 Moved by Trustee Croken that the Library Managers, Administration, and Chair and Trustee Reports be accepted as presented.**

**CARRIED**

## **5. FINANCIAL REPORTS**

a) Final 2025 Year End Budget

**08-02-19-26 Moved by Trustee Croken that the Final 2025 Year End Budget be accepted as presented.**

**CARRIED**

**09-02-19-26 Moved by Vice Chair Day that Administration be authorized to submit the Library Board 2025 Financial records to Saddle Hills County for Audit purposes.**

**CARRIED**

b) Financial Statement to February 15, 2026

**10-02-19-26 Moved by Trustee Roy that the Financial Statement to February 15, 2026 be accepted as amended.**

**CARRIED**

## 6. OLD BUSINESS

### a) Plan of Service

There was a discussion over the responses received for the Community Engagement required to complete the Plan of Service. A draft of a renewed 3 year Plan of Service will be presented at the May 2026 Library Board Meeting for approval.

### b) Letter of Understanding

A renewed Letter of Understanding with Saddle Hills County was presented to Council during the Library Board delegation to Council in October 2025. County Council waited until after the municipal election and appointment of a new Reeve before signing the renewed Letter of Understanding. The Letter of Understanding has since been signed by both parties and is in effect from January 2026 to December 2028.

## 7. NEW BUSINESS

### a) Annual Reports

Annual Reports are required to receive the Provincial Grant provided by the Public Library Services Branch of Municipal Affairs. The Library Managers have completed their individual reports and submitted them to the Chair to include with the Annual Survey to be completed by the Chair.

**11-02-19-26 Moved by Vice Chair Day that the Annual Reports be accepted as presented, and that authorization be given to Chair Hughes to submit the Annual Survey to the Public Library Services Branch as required.**

**CARRIED**

*Trustee Roy stepped out of the meeting at 3:59 pm and returned at 4:02 pm.*

### b) Artificial Intelligence (AI)

With the increased use of Artificial Intelligence, the Library Board will review policies from Saddle Hills County and Peace Wapiti Public School Board to create a Library Board policy for the responsible use of Artificial Intelligence in the Municipal Libraries.

c) Library Safety

A discussion was held regarding the safety of the Library Managers in response to the tragedy recently experienced at the school library in Tumbler Ridge, BC. The Library Managers were asked if they had any concerns regarding feeling safe following the incident. The Library Managers were encouraged to take precautions if they ever feel unsafe while working in their Library. The Library Board Policy LIB-AD22 provides measures that can be taken to ensure safety in the libraries. Library Managers were asked to report any concerns or incidences where they do not feel safe, to the Chair.

**8. CORRESPONDENCE**

**12-02-19-26 Moved by Vice Chair Day that the Correspondence items be accepted for information.**

**CARRIED**

**9. NEXT MEETING DATE**

The next Library Board meeting will be held Thursday May 14, 2026 at the Saddle Hills County Administration Building. The time will be announced closer to the date.

*Library Managers Kettles, Hardy, and Wiebe left the meeting at 4:30 pm*

**10. IN-CAMERA**

a) Labour

**13-02-19-26 Moved by Trustee Croken that the Library Board enter an In-Camera session at 4:36 pm.**

**CARRIED**

*Administrator Clarke was excused from the meeting at 4:36 pm*

**14-02-19-26 Moved by Trustee Croken that the Library Board exit the In-Camera session at 4:51 pm.**

**CARRIED**

**14-11-20-25 Moved by Trustee Croken that the Board proceed as discussed  
In-Camera.**

**CARRIED**

**11. ADJOURMENT**

Chair Hughes adjourned the meeting at 4:52 pm.

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Tracey Hughes, Chair

\_\_\_\_\_ May 14, 2026 \_\_\_\_\_  
Date

██

Cindy Clarke, Administrator

\_\_\_\_\_ May 14, 2026 \_\_\_\_\_  
Date



