

MINUTES

SADDLE HILLS COUNTY MUNICIPAL LIBRARY BOARD MEETING

Held at the Woking Municipal Library

June 8, 2023

PRESENT:	Denise van Rootselaar	Chair
	Corry Heinricks	Vice Chair
	Karen Egge	Trustee
	Sherill Day	Trustee
	Kathrin Langlois	Trustee
	Cindy Clarke	Administrator
	Michele Kettles	Bonanza Library Manager (via Zoom)
	Alison Wiebe	Savanna Library Manager (via Zoom)
	Bevonna Livingston	Woking Library Manager
ABSENT:	Kristen Smith	Trustee

1. CALL TO ORDER

Chair Van Rootselaar called the meeting to order at 3:35 p.m.

2. ADOPTION OF AGENDA

01-06-08-23 Moved by Trustee Egge that the agenda for the June 9, 2023, meeting be adopted as presented. **CARRIED**

3. ADOPTION OF MINUTES

02-06-08-23 Moved by Vice Chair Heinricks that the minutes of the April 24, 2023, meeting be adopted as presented. **CARRIED**

4. LIBRARY MANAGER'S REPORTS

Bonanza – A written report from Michele Kettles, Library Manager for the Bonanza Municipal Library is included as part of these Minutes. Highlights include a request for a new computer for approximately \$1200.00 to be installed by Ryan from Peace Library System.

Savanna – A written report from Alison Wiebe, Library Manager for the Savanna Municipal Library is included as part of these Minutes. Highlights include a report that the anticipated renovations to the Savanna Library have been put on hold until further notice by Peace Wapiti due to renovations and/or reconstructions that will be necessary after the wildfire season. The cell phone booster has been installed.

Woking – A written report from Bevonna Livingston, Library Manager for the Woking Municipal Library is included as part of these Minutes. Highlights include a battery backup for the Library computer will be installed by Ryan from Peace Library System, as this feature was lost when the school closed. A ladder will be purchased for the library.

03-06-08-23 **Moved by Trustee Day that a computer be purchased for the Bonanza Library and that a battery back up unit and ladder be purchased for the Woking Library. CARRIED**

04-06-08-23 **Moved by Trustee Langlois the Library Manager Reports be accepted as presented. CARRIED**

5. LIBRARY ADMINISTRATOR REPORT

Administrator Clarke reported on the duties and activities completed since the last Board Meeting. Highlights include completion of the Grant Application. The Bell Mobility account for the Woking Library cell phone is still under the Library Manager's name. Administrator Clarke will make inquiries as to the cost of having a cell phone for Woking Library and Bonanza Library on one account of the Saddle Hills County Municipal Library Board.

05-06-08-23 **Moved by Trustee Day that \$10,000.00 from the T-Bill Savings Account be reinvested for a 1 year term as the funds won't be necessary for Savanna Library renovations this year. CARRIED**

06-06-08-23 **Moved by Trustee Langlois that the Administrator Report be accepted as presented. CARRIED**

6. LIBRARY CHAIR AND TRUSTEES REPORTS

Trustee Langlois – had nothing to report.

Trustee Day – had nothing to report.

Vice Chair Heinricks – had nothing to report.

Trustee Egge – had nothing to report and made the comment that any activity of the Woking Multiplex Association benefits the Library and vice versa.

Chair van Rootselaar – attended the Mother’s Day Brunch and reported that the event was awesome.

07-06-08-23 **Moved by Trustee Egge that the Library Board Chair and Trustee Reports be accepted as presented. CARRIED**

7. FINANCIAL REPORTS

a) Administrator Clarke presented the May 31, 2023 Financial Statements for approval.

08-06-08-23 **Moved by Vice Chair Heinricks that the Financial Statements to May 31, 2023 be accepted as presented. CARRIED**

b) Administrator Clarke presented the Audited 2022 Records for approval.

09-06-08-23 **Moved by Trustee Langlois that the Audited 2022 Records be accepted as presented. CARRIED**

8. WOKING MULTIPLEX ASSOCIATION UPDATE

10-06-08-23 **Moved by Trustee Day that the Woking Multiplex Association Update be removed as a recurring agenda item on future Library Board Meeting agendas. CARRIED**

9. Policy Review

Administrator Clarke brought three Policies forward for review:

- a) LIB-AD07 – Public Access to the Internet. The policy on file is dated 2011, and has been updated to reflect current internet conditions.
- b) LIB-AD13 – Library Manager’s Meetings. This policy has not been active so Administration wanted direction as to whether to repeal the policy or leave active.
- c) LIB-AD17 – Library Usage by Outside Presenters. This policy has been updated to Reflect Manager discretion and budget limits in item #4.

- 11-06-08-23** Moved by Trustee Egge that Policy LIB-AD07 be adopted with the following amendment: *Schedule A, Item #8 Printing costs will be at the discretion of the Library Manager.* **CARRIED**
- 12-06-08-23** Moved by Trustee Day that Policy LIB-AD13 remain active. **CARRIED**
- 13-06-08-23** Moved by Trustee Day that Policy LIB-AD17 be adopted as presented. **CARRIED**

10. CORRESPONDENCE

- 14-06-08-23** Moved by Trustee Day that the Correspondence item be accepted for information. **CARRIED**
- 15-06-08-23** Moved by Vice Chair Heinricks that a lockable wardrobe type cupboard be purchased and placed at the Woking Municipal Library site for the storage of Library Board archived and permanent records. **CARRIED**
- 16-06-08-23** Moved by Chair Denise van Rootselaar that the Saddle Hills County Municipal Library Board be composed of seven (7) Trustees. **CARRIED**

12. NEXT MEETING DATE AND LOCATION

The next meeting is tentatively scheduled for September 26, 2023 at the Savanna Municipal Library, at 4:00 pm.

13. ADJOURNMENT

Chair van Rootselaar adjourned the meeting at 5:30 pm.

Denise van Rootselaar, Chair

Cindy Clarke, Administrator

