

MINUTES

SADDLE HILLS COUNTY LIBRARY BOARD MEETING

Held at the Bonanza Municipal Library

November 20, 2025

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

1. CALL TO ORDER

Chair Hughes called the meeting to order at 4:05 pm.

2. ADOPTION OF THE AGENDA

01-11-20-25 Moved by Trustee Croken that the Agenda for the November 20, 2025 Library Board Meeting be adopted as presented.

CARRIED

3. ADOPTION OF THE MINUTES

02-11-20-25 Moved by Trustee Heinrichs that the Minutes from the September 25, 2025 Library Board Meeting be adopted as presented.

CARRIED

4. REPORTS

a) Library Managers

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

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

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

b) Administrator

Administrator Cindy Clarke presented her report to the Board.

c) Chair and Trustees

Trustee Croken – reported that he was re-elected to the Catholic School Board as well as elected to the Provincial School Board. There was a 40% turn around in Trustees for the Catholic School Board, and a 50% turn around for the Province.

Vice Chair Day – nothing to report.

Trustee Heinrichs – reported on the door buzzers at the Fourth Creek Hall that are very user friendly, and will find out the brand and where they can be purchased for use in the libraries.

Trustee Roy – reported that he is honored to be elected as Council Trustee to the Library Board. Council has recently approved the Letter of Understanding between Council and the Library Board, and will be forwarding the document to the Library Board for their approval as well. Trustee Roy also reported that he has just returned from the Provincial RMA (Rural Municipalities Association) Convention in Edmonton, where Premiere Danielle Smith was in attendance. There was a high turn over of new Councils throughout the province during the recent election, with a lot of new faces at the Convention.

Chair Hughes – reported that she attended a Council Meeting in October along with Administrator Clarke as a delegation to present the Proposed 2026 Library Board Budget. Chair Hughes spoke to Ryan at Peace Library Systems regarding the increase cost of hardware invoice that was recently submitted to the Board. Chair Hughes also commented that it has been quiet since the last Board Meeting.

03-11-20-25 Moved by Vice Chair Day that the Library Managers, Administration, and Chair and Trustee Reports be accepted as presented.

CARRIED

5. FINANCIAL REPORTS

a) Financial Report to November 11, 2025

**04-11-20-25 Moved by Trustee Heinricks that the Financial Report to November 11, 2025 be accepted as presented.
CARRIED**

**05-11-20-25 Moved by Vice Chair Day that a \$30,000.00 GIC from the projected surplus be purchased for a 1 year term at the current rate.
CARRIED**

**06-11-20-25 Moved by Trustee Roy that the Projected 2025 Year End Budget – Amended be accepted as presented.
CARRIED**

b) Proposed 2026 Budget – Amended

**07-11-20-25 Moved by Trustee Roy that Library Manager Alison Wiebe be authorized to purchase a new receipt machine for the Savanna Municipal Library.
CARRIED**

**08-11-20-25 Moved by Trustee Croken that the Proposed 2026 Budget – Amended be accepted as presented.
CARRIED**

6. OLD BUSINESS

a) Plan of Service

There was a discussion regarding Community Engagement to be conducted by the Library Managers and Administration asking for public feedback on the social media sites. The results will be presented at the May 2026 Library Board Meeting.

b) Performance Appraisals

There was a discussion regarding the format for the upcoming Performance Appraisals that are scheduled for the February 2026 Board Meeting.

7. **NEW BUSINESS**

a) Cybrarian – Peace Library System

Peace Library System sent a communication indicating an increase for the Cyber Security on public workstations within the municipal libraries. The Library Managers reported that there is very little activity on the public workstations within their libraries.

09-11-20-25 Moved by Vice Chair Day that Chair Hughes be authorized to notify Peace Library System that the Saddle Hills County Library Board will be opting out of the Cyber Security for public workstations within the Municipal libraries due to lack of activity.

CARRIED

b) Christmas Hours

The Christmas hours for the Municipal Libraries will be posted on social media sites, including Saddle Hills County, as follows:

Savanna – Closed December 20, 2025 to January 4, 2026

Woking – Closed December 20, 2025 to January 5, 2026

Bonanza – Closed December 21, 2025 to January 5, 2026

10-11-20-25 Moved by Trustee Croken that the Christmas hours for the Municipal Libraries be accepted as discussed.

CARRIED

c) Annual Calendar

Administrator Clarke will forward the 2026 Annual Calendar to Library Board Trustees as discussed.

8. **NEXT MEETING DATE**

The next Library Board meeting will be held Thursday February 19, 2026, at the Saddle Hills County Administration Building at 3:00 pm.

9. **IN-CAMERA**

a) Labour

11-11-20-25 Moved by Trustee Croken that the Library Board, including Library Managers and the Administrator, enter an in-camera session at 5:27 pm.

CARRIED

The Library Managers and the Administrator were excused from the in-camera session at 5:32 pm.

12-11-20-25 Moved by Vice Chair Day that the Library Board exit the in-camera Session at 5:43 pm.

CARRIED

13-11-20-25 Moved by Vice Chair Day that the Board proceed as discussed in-camera.

CARRIED

10. **CORRESPONDENCE**

14-11-20-25 Moved by Trustee Heinricks that the Correspondence items be accepted for information.

CARRIED

11. **ADJOURMENT**

Chair Hughes adjourned the meeting at 5:44 pm.

MERRY CHRISTMAS EVERYONE!

Tracey Hughes, Chair

Cindy Clarke, Administrator

Date

Date

