

## MINUTES

### SADDLE HILLS COUNTY MUNICIPAL LIBRARY BOARD MEETING

Held at the Woking Municipal Library

September 19, 2022

<b>PRESENT:</b>	Denise van Rootselaar	Chair
	Corry Heinrichs	Vice Chair (via Zoom)
	Karen Egge	Trustee (Recording Secretary)
	Sherill Day	Trustee
	Kathrin Langlois	Trustee
	Kristen Smith	Trustee (via Zoom)
	Alison Wiebe	Savanna Library Manager (via Zoom)
	Michelle Kettles	Bonanza Library Manager (via Zoom)
	Bevonna Livingston	Woking Library Manager
<b>ABSENT:</b>	Cindy Clarke	Administrator

#### 1. CALL TO ORDER

Chair van Rootselaar called the meeting to order at 3:45 p.m.

#### 2. ADOPTION OF AGENDA

**01-09-19-22** Moved by Trustee Day that the agenda for the September 19, 2022, meeting be adopted. **CARRIED**

#### 3. ADOPTION OF MINUTES

**02-09-19-22** Moved by Vice Chair Heinrichs that the minutes of the June 23, 2022, meeting be adopted as presented. **CARRIED**

#### 4. LIBRARY MANAGER'S REPORTS

Bonanza – Michele gave a verbal report on the activities of the Bonanza Library. She highlighted the successful summer program and shared information on a proposed adult Watercolor Painting Workshop using the library program allocation in the budget.

Savanna – Alison highlighted her written report on the activities of the Savanna Library which included repairs to shelving that had collapsed and reinforced the existing shelves to avoid future collapses. All shelves are now stable. She advised the Board of a visit from Kent Small, Peace Wapiti Public School Division's (PWPSD) Project Manager and his findings that the library needed significant renovations in the next two years to replace lights, shelving and secure cupboards. Kent felt there was wasted space that should be utilized more effectively as well. As the public library shares space with the school library, it would be an ideal opportunity for a shared cost and design project to renovate the whole library.

**03-09-19-22**      **Moved by Trustee Day to approve the joint renovation project for the Savanna Municipal Library with Peace Wapiti Public School Division (PWPSD) to a maximum of \$20,000.00, subject to a renovation plan provided by PWPSD, with funds coming from budget surplus and/or withdrawal from GIC. CARRIED**

Woking – Bevonna welcomed the Board of Trustees to the Woking Municipal Library and gave a verbal report on the activities of the Woking Municipal Library. The 2 pop-up Saturdays in July and August were well received. She met with Duncan Lotoski from Peace Library System (PLS) who advised her that public libraries should have their own identity under the umbrella of the Saddle Hills County Municipal Library Board such as a logo that could be used for websites and other social media. She shared a draft logo and the meaning of the chosen colors and design. Bevonna hosted Saddle Hills County staff at the library to make a video sharing available services in the County. She also completed an interview for the Woking Municipal Library with Tara McCarthy on CBC radio which aired September 8, 2022. (<https://www.cbc.ca/listen/live-radio/1-17/clip/15935372>) Bevonna provided her research on suggested renovations and furniture cost estimates for the additional programming space attached to the existing library room. New keys have been provided for access to the library. PLS staff have provided assistance to update computer links to the PLS Supernet System. Security cameras are in place and working effectively when the library is closed.

**04-09-19-22**      **Moved by Trustee Langlois that the Library Manager Reports be received for information. CARRIED**

## **5. BOARD ADMINISTRATOR REPORT**

Administrator Clarke provided a written report on activities since the last meeting.

**05-09-19-22**      **Moved by Trustee Day that the Board Administrator Report be received for information. CARRIED**

**06-09-19-22**      **Moved by Chair van Rootselaar that Saddle Hills County Municipal Library Board purchase a commercial use Zoom account for board business as needed. CARRIED**

## 6. LIBRARY CHAIR AND TRUSTEES REPORTS

**Trustee Egge** – registered for the 2022 Stronger Together Provincial Library Virtual Conference scheduled for October 6-7, 2022.

**Trustee Day** - had nothing to report and will register for the fall conference.

**Vice Chair Heinrichs** – registered for the fall conference and shared positive comments on the new programming provided by all the libraries.

**Trustee Langlois** – is not able to attend the fall conference but will register so she can access the recorded sessions.

**Chair van Rootselaar** – reported that her board activities are part of the agenda. She is looking forward to the fall conference and encouraged everyone to register so as to access the recordings of interest. She also reported that promotion of the libraries through online social media needs to continue.

**07-09-19-22**      **Moved by Trustee Day that the Library Chair and Trustees Reports be received for information. CARRIED**

## 7. FINANCIAL REPORT TO AUGUST 31, 2022

Administrator Clarke provided the Financial Statements to August 31, 2022, which included a financial breakdown for each library.

**08-09-19-22**      **Moved by Chair van Rootselaar that the Financial Report to August 31, 2022 be accepted for information. CARRIED**

## 8. WOKING MULTIPLEX UPDATE

Saddle Hills County CAO, Cary Merritt, has advised that the Woking Multiplex Association (WMA) is set up and operating the building. The WMA has granted the Woking Municipal Library access to the adjoining back room to the library. Chair van Rootselaar stated that the WMA will be in touch as soon as they are ready to present a lease agreement and discuss other operational concerns.

**09-09-19-22**      **Moved by Vice Chair Heinrichs that the Woking Multiplex update be accepted for information. CARRIED**

## **9. MILEAGE RATE REVIEW**

- 10-09-19-22** Moved by Trustee Langlois that as Section 3 of Policy LIB-AD01 states that the mileage rate will be consistent with Saddle Hills County, the Saddle Hills County Municipal Library Board will increase the mileage rate to \$0.61/km effective July 12, 2022. **CARRIED**

## **10. SECURITY CAMERA POLICY LIB-AD20 (New)**

Administrator Clarke provided Video Surveillance Information Collection Policy LIB-AD20 to the Board for clarification on the draft wording. With the installation of security cameras in each of the libraries, it is necessary to develop a policy outlining the use and responsibilities of using video surveillance equipment

- 11-09-19-22** Moved by Trustee Day to adopt Policy LIB-AD20 Video Surveillance Information Collection as presented. **CARRIED**

## **11. PLAN OF SERVICE 2023-2025**

The Board reviewed the draft Saddle Hills County Municipal Library Board Plan of Service 2023-2025 based on the community engagement summary presented on June 23, 2022 and feedback from the library managers. The following amendments were suggested:

- (1) Section History – delete the last sentence, add “and surrounding areas” to the new last Sentence.
- (2) Section Mission Statement – add “and area” after the word County.
- (3) Section Service Response – replace the words County residents with the word “patrons”.
- (4) Add page numbers to the document.

- 12-09-19-22** Moved by Trustee Egge that the Board adopt the Saddle Hills County Municipal Library Board 2023-2025 Plan of Service as amended; and submit the approved Plan of Service to the Library Services Branch of Municipal Affairs, and Saddle Hills County. **CARRIED**

## **12. CORRESPONDENCE**

- 13-09-19-22** Moved by Trustee Day to accept the correspondence for information. **CARRIED**

### 13. LETTER OF UNDERSTANDING

Administrator Clarke reported receipt of the renewal Letter of Understanding between Saddle Hills County and the Saddle Hills County Municipal Library Board for the term 2023-2025.

**14-09-19-22      Moved by Vice Chair Heinricks to authorize acceptance of the Letter Of Understanding 2023-2025 presented by Saddle Hills County Council with signatures from the Chair and Vice Chair of the Saddle Hills County Municipal Library Board; and to authorize a delegation to appear before Council on October 25, 2022. CARRIED**

### 16. NEXT MEETING DATE AND LOCATION

The next meeting date will be scheduled for November 21, 2022, 2:30 pm, at the Saddle Hills County Administration Building. Board members will complete staff performance reviews and Administrator Clarke will set up appointments for the Library Managers and herself, to join the meeting at appropriate times, allowing 30 minutes for each review.

This meeting will be followed by the Saddle Hills County Municipal Library Board annual Christmas supper. Trustee Egge volunteered to arrange for the catered meal which will include all Board Trustees, Library Managers, and Administration.

### 17. ADJOURNMENT

Chair van Rootselaar adjourned the meeting at 6:05 p.m.

**REDACTED**

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Denise van Rootselaar, Chair

**REDACTED**

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Karen Egge, Recording Secretary