

MINUTES

SADDLE HILLS COUNTY MUNICIPAL LIBRARY BOARD MEETING

Held at the Saddle Hills County Administration Building

February 5, 2024

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

1. CALL TO ORDER

Chair van Rootselaar called the meeting to order at 1:34 p.m.

2. ADOPTION OF AGENDA

01-02-05-24 Moved by Vice Chair Hughes that the Agenda for the February 5, 2024 Board Meeting be adopted as presented. **CARRIED**

3. IN-CAMERA SESSION: PERFORMANCE APPRAISALS

02-02-05-24 Moved by Trustee Langlois, at 1:35 pm, that the Board enter into an In-Camera Session to complete staff Performance appraisals. **CARRIED**

Administrator Clarke left the meeting for the In-Camera Session.

- 03-02-05-24** Moved by Vice Chair Hughes, at 3:32 pm, that the Board exit the In-Camera Session and resume the regular meeting. **CARRIED**
- 04-02-05-24** Moved by Trustee Langlois that the Library Managers receive a pay increase of 5.15%, reflecting Step 2 on the Admin Services I pay grid provided by Saddle Hills County, retro active to January 1, 2024. **CARRIED**
- 05-02-05-24** Moved by Trustee Langlois that Item #6 on Policy LIB-AD01 be amended to read *Members of the public authorized to fill in during the absence of a Library Manager will be reimbursed at a rate of \$17.86 per hour*, reflecting an increase of 5.15%. Persons currently subject to this clause will be reimbursed retro active to January 1, 2024. **CARRIED**
- 06-02-05-24** Moved by Trustee Langlois that the Administrator contract be increased to \$300.00 per month, retro active to January 1, 2024. **CARRIED**
- 07-02-05-24** Moved by Vice Chair Hughes that the Performance Appraisals be approved as presented. **CARRIED**

4. ADOPTION OF MINUTES – NOVEMBER 6, 2023

- 08-02-05-24** Moved by Trustee Gustafson that the Minutes from the November 16, 2023 Board Meeting be adopted as presented. **CARRIED**

5. LIBRARY MANAGER REPORTS

Bonanza: Library Manager Kettles did not provide a report.

Savanna: Library Manager Wiebe gave a review of her Library Manager Report stating that the Annual Report is complete and awaiting approval from the Board. Interest in the Painting Classes has been well received. Three people utilized the Library to write exams. Renovations for the Library are rumored to start in March, and the Board will be kept informed as to when the renovations commence. A scavenger hunt for Literacy Day was a lot of fun and all the participants had a blast. A spreadsheet was developed to keep track of spending for Collections, Programs, and Supplies. A Literacy/Reading Corner was set up with activities such as Decks of Words, Rhyming Games, and White Boards with Markers.

Woking: Library Manager Livingston gave a review of her Library Manager Report which included the relocation to and from the Woking Community Hall while the Woking Multiplex under went maintenance. Library Manager Livingston attended her first Library Managers Council meeting of Peace Library System, as part of the Council. There will be upgrades to the Polaris System as well as new products and cyber security which will be reflected in future charges to the Library Board. Library Manager Livingston completed the Annual Report.

09-02-05-24 Moved by Vice Chair Hughes that the Library Manager Reports be accepted as presented. CARRIED

6. BOARD ADMINISTRATOR REPORT

Administrator Clarke gave a report on activities since the November meeting. She has been working on year end financials for the Audit and preparation of T-Slips. Administrator Clarke reported on changes to payroll and submission requirements from Canada Revenue Agency. The grant from Saddle Hills County has been received with an increase of \$40,000.00 – Thank You Saddle Hills County Council!! Administrator Clarke has been going over the current Policies in preparation for Policy review at upcoming Board Meetings.

10-02-05-24 Moved by Trustee Langlois that the Administrator Report be accepted as presented. CARRIED

7. LIBRARY BOARD CHAIR AND TRUSTEE REPORTS

Trustee Langlois – had nothing to report.

Trustee Gustafson – had nothing to report.

Trustee Smith – had nothing to report.

Vice Chair Hughes – had nothing to report.

Chair van Rootselaar – had nothing to report. Chair van Rootselaar also commended the Library Managers and encouraged them to continue with the work they are doing. Chair van Rootselaar would like a copy of the Library Info Graphics be provided to Trustees and the Administrator.

11-02-05-24 Moved by Chair van Rootselaar that the Board Chair and Trustee Reports be accepted as presented. CARRIED

8. FINANCIAL REPORTS

Administrator Clarke presented the Board with the 2023 Year End Final Budget Report; the 2024 Budget; and the Financial Statement to January 31, 2024.

12-02-05-24 **Moved by Vice Chair Hughes that the Financial Reports be accepted as presented. CARRIED**

13-02-05-24 **Moved by Trustee Gustafson that the 2023 Year End Final Budget and supporting documents be submitted to Saddle Hills County for Audit purposes. CARRIED**

9. WOKING MULTIPLEX UPDATE

The maintenance work at the Woking Multiplex has been completed and Library operations have resumed at this location.

10. 2023 ANNUAL REPORT

Each year the Board Chair is required to submit an Annual Report and Survey to Municipal Affairs on the activities of the Saddle Hills County Municipal Libraries.

14-02-05-24 **Moved by Trustee Langlois that Chair van Rootselaar be authorized to submit the 2023 Annual Report and 2024 Survey to Municipal Affairs as required, by February 29, 2024. CARRIED**

11. CORRESPONDENCE

15-02-05-24 **Moved by Trustee Smith that the Correspondence items be accepted for information. CARRIED**

12. NEXT MEETING

The next meeting is tentatively scheduled for Thursday May 2, 2024, 3:30 pm, at the Saddle Hills County Administration Building.

13. ADJOURNMENT

Chair van Rootselaar adjourned the meeting at 4:19 pm.

Redacted



Denise van Rootselaar, Chair

Redacted



Cindy Clarke, Administrator