

MINUTES

SADDLE HILLS COUNTY MUNICIPAL LIBRARY BOARD MEETING

Held at the Saddle Hills County Complex

December 13, 2021

PRESENT:	Denise van Rootselaar	Chair
	Corry Heinrichs	Vice Chair
	Karen Egge	Trustee
	Sherill Day	Trustee
	Ed Armagost	Trustee (Council Alternate)
	Alison Wiebe	Savanna Library Manager (via telephone)
	Michelle Kettles	Bonanza Library Manager
	Bevonna Livingston	Woking Library Manager (via telephone)
	Cindy Clarke	Administrator

1. CALL TO ORDER

Chair van Rootselaar called the meeting to order at 3:33 p.m.

2. WELCOME AND INTRODUCTIONS

Welcome Ed Armagost as the alternate Council Trustee filling in for Kristen Smith.

3. ORIENTATION

This item is not necessary for today's meeting and will be brought back when the new Trustees Kristen Smith and Kathrin Langlois are in attendance.

4. ORGANIZATIONAL RECAP

This item is not necessary for today's meeting and will be brought back when the new Trustees Kristen Smith and Kathrin Langlois are in attendance.

5. ADOPTION OF AGENDA

01-12-13-21 Moved by Trustee Day that the Agenda be adopted with the following additions: 12e Zoom Meetings; and, 12f Vaccine Protocols.
CARRIED

6. ADOPTION OF MINUTES – OCTOBER 14, 2021

02-12-13-21 Moved by Trustee Egge that the Minutes from the October 14, 2021 meeting be adopted as presented. **CARRIED**

7. LIBRARY MANAGER'S REPORTS

Library Manager Wiebe reported on the number of patrons (317) and renewals (16). She reported on a meeting with Katherine Wiebe from PLS who is retiring. Libraries are considered essential services and do not require the vaccines. The Savanna Library will be closed for the Christmas Break on December 25, 26, 27, 28, 30, 31, January 1, and 2. (Library Manager Wiebe exited the meeting at 5:34 pm)

Library Manager Livingston reported that curbside service is still in effect as per Board Decision. The Woking Library will be closed for the Christmas Break starting December 27th and reopening on January 3rd.

(Library Manager Kettles joined the meeting at 5:35 pm) Library Manager Kettles reported that she had been having computer issues for the past several weeks. Ryan from PLS came out to investigate the situation and recommends that a new computer system is needed for the Bonanza Library. The Bonanza School held a Book Fair this year but attendance was lower than in previous years. The Bonanza Library will be closed from the Christmas Break December 23rd to January 3rd.

03-12-13-21 Moved by Trustee Day that Library Manager Kettles be authorized to purchase a new computer with funds coming from the 2021 Capital Budget Line. **CARRIED**

04-12-13-21 Moved by Vice Chair Heinricks that the Library Manager's Reports be accepted as presented. **CARRIED**

8. BOARD ADMINISTRATOR'S REPORT

Board Administrator Clarke reported on activities over the past month, including being present for the Delegation to Council to present the Draft Budget for 2022-2024. Administrator Clarke reported that a Chromebook would not be acceptable for Administrative functions. Saddle Hills County will add a Library Tab on their website for The Library Board to post items such as Agenda Cover Pages, Minutes, and Financial Statements. The Alberta Library Trustee Association membership has been renewed for the Saddle Hills County Municipal Library Board under the username alibrary0521. Trustees have been added to the membership account and can access the site. Trustees can confirm their membership affiliation under the Membership Tab.

05-12-13-21 Moved by Vice Chair Heinricks that the Board Administrator's Report be accepted as presented. **CARRIED**

9. LIBRARY CHAIR AND TRUSTEES REPORTS

Chair van Rootselaar asked for feedback regarding a Facebook Account for the Library Board. Chair van Rootselaar reported on a number of webinars and virtual chats offered through the Alberta Library Trustees Association (ALTA) including sessions on new Council Trustees and their Alternates; Interaction with the public attending in the gallery; and engaging Council. Chair van Rootselaar gave clarity on the confusion over the cancellation of the Rural Libraries Conference previously held in Jasper – ALTA lost their government funding and went through a restructure – the Rural Library Conference Committee was dissolved – ALTA will be looking at options in early 2022 on providing Mini Conferences throughout the province. Chair van Rootselaar attended the community meeting held in Woking on December 8th regarding the future of the Woking School Building, more details will be posted in Agenda Item #11.

Vice Chair Heinrichs had nothing to report. She mentioned that she now has a new Grand Daughter to celebrate.

Trustee Day had nothing to report, and apologized for missing the last 2 meetings.

Trustee Egge reported that she had not received notice that the November 15th meeting had been rescheduled due to dangerous road conditions and drove out to the County Admin Building. She confirmed that the road conditions that day were not ideal. Trustee Egge registered for the December Virtual Chat on the ALTA Website but they were experiencing issues with zoom and the meeting was cancelled. Trustee Egge is involved as a community member with the community regarding the Woking School Building. Trustee Egge was assisting the group with a Business Plan and SWAT Analysis. The group will come forward with a Plan once it is formulated.

Alternate Trustee Armagost reported that Council will be making a decision on an Interim Budget on January 11th. Council wants to keep the Woking School Building working for the Community.

06-12-13-21 Moved by Vice Chair Heinrichs that authorization be given to Chair van Rootselaar and Administrator Clarke, to act as Administrators for a new Library Board Facebook Account. CARRIED

07-12-13-21 Moved by Trustee Day that the Library Chair and Trustee Reports be accepted as presented. CARRIED

10. FINANCIAL REPORT TO NOVEMBER 30, 2021

Administrator Clarke reported on the Financial Statements for November 30, 2021. Administrator Clarke recommended that the book shelf requested by the Savanna Library Manager be purchased from Brodart with funds coming from the Capital Line of the 2021 Budget. Administrator Clarke suggested that surplus funds from the 2021 Budget be used to purchase a GIC to lower the surplus amount on the year end financial statements.

- 08-12-13-21** Moved by Trustee Day that Library Manager Wiebe be authorized to order a new library shelf from Brodart, with funds coming from the Capital Line of the 2021 Budget. **CARRIED**
- 09-12-13-21** Moved by Trustee Egge that the Library Board purchase a 6 month Non-redeemable GIC in the amount of \$50,000.00 with funds coming from the surplus of the 2021 Budget. **CARRIED**
- 10-12-13-21** Moved by Vice Chair Heinricks that the Financial Statements be accepted as presented. **CARRIED**

11. WOKING SCHOOL CLOSURE UPDATE

Chair van Rootselaar stated in her report that she attended a community meeting December 8th regarding the status of the Woking School Building. The meeting was well attended by members of the Woking Community. A Steering Committee of four members was formed at the meeting with Darryl Anderson as Chair, Jen van Rootselaar as Vice Chair, as well as a Treasurer and Secretary. The Steering Committee will meet on January 7th to discuss and develop a plan and will hold another meeting January 14th to present their plan to the community. Alternate Trustee Armagost will check with the Public Works Department regarding having the sidewalk and parking lot at the building maintained. Peace Wapiti is still the owner of the building.

12a. ANNUAL CALENDAR

Administrator Clarke presented the 2022 Annual Calendar to the Board for acceptance.

- 11-12-13-21** Moved by Trustee Day that the 2022 Annual Calendar be accepted for information. **CARRIED**

12b. PROMOTIONAL ITEMS – HOODIES

Administrator Clarke shared information for purchasing Library Hoodies for all Trustees and Staff with funds coming from the Advertising/Promotion Line of the 2021 Budget. Details regarding size and color are to be given to Administrator Clarke by December 27th for ordering.

12c. UPDATED INFORMATION FROM MUNICIPAL AFFAIRS

Administrator Clarke presented the Board with copies of *Municipal Councils and Library Boards* and *Appointments to the Municipal Library Board* provided by the Library Branch of the Provincial Government. The documents are to be added to the Trustee Binders.

12d. SADDLE HILLS COUNTY JANUARY AD

Administrator Clarke shared the proposed ad for the January Central Peace Signal from the Communications Coordinator of Saddle Hills County. After reviewing the ad and making suggestions, Administrator Clarke was directed to submit the revised ad to the County.

12e. ZOOM MEETINGS

Chair van Rootselaar was looking for feedback from the Board regarding the purchase of a Zoom Account for virtual meetings. An account would come at the cost of \$20.00 per month and provide 30 hours per year of virtual access. It was decided that the Board will continue with the free Zoom service even though only 40 minutes of time is allowed. The policy outlining virtual meetings will be brought to a future Board Meeting for review.

12f. VACCINE PROTOCOL

Library Manager Wiebe from the Savanna Library gave a report on the Vaccine Protocol adopted by the Peace Wapiti School Division effective January 14, 2022. Since the Municipal Libraries are operated in Peace Wapiti School Buildings, their Vaccine Protocols will need to be respected and followed by the Library Managers. The Peace Wapiti Vaccine Protocol states that: Staff, User Groups, Contractors, and Student Volunteers will require a vaccine passport, or a negative Covid Rapid Test completed within 72 hours, to access buildings. The Vaccine Protocol does not pertain to patrons or parents accessing school buildings. The Saddle Hills County Municipal Library Managers (excluding Manager Livingston at Woking) will be required to follow the Vaccine Protocol as the Libraries are considered user groups. Since Library Manager Wiebe is also a staff person with Peace Wapiti, rapid test kits will be provided by the school. Library Manager Kettles from the Bonanza Library will have to use a rapid test kit provided by the Library Board if unvaccinated. The Provincial Government is currently offering free rapid test kits for groups that qualify.

12-12-13-21 Moved by Trustee Day that the Library Board supply Covid rapid test kits for use by the Library Managers and Board Trustees as needed. CARRIED

13-12-13-21 Moved by Chair van Rootselaar that the Saddle Hills County Municipal Library Board and staff do not follow the Covid Exemption Program. CARRIED

13. NEXT MEETING DATE

A tentative meeting date has been scheduled for Thursday February 3, 2022 at 3:30 pm.

14-12-13-21 Moved by Trustee Egge that cheques in the amount of \$100.00 be given to the Library Managers and Administrator as Christmas gifts from the Board. CARRIED

14. ADJOURNMENT

Chair van Rootselaar adjourned the meeting at 5:50 pm.

MERRY CHRISTMAS!!

Denise van Rootselaar, Chair

Cindy Clarke, Administrator