

MINUTES

SADDLE HILLS COUNTY LIBRARY BOARD MEETING

Held at the Saddle Hills County Administration Building

May 15, 2025

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

1. CALL TO ORDER

Chair Hughes called the meeting to order at 1:01 pm

Chair Hughes welcomed and introduced Sarah Weiss as the new Board Trustee

2. ADOPTION OF THE AGENDA

01-05-14-26 Moved by Trustee Croken that the Agenda for the May 14, 2026 Library Board Meeting be adopted as amended: removing Item #10 In-Camera. CARRIED

3. ADOPTION OF THE MINUTES

02-05-14-26 Moved by Vice Chair Day that the Minutes from the Library Board Meeting held February 19, 2026 be adopted as presented.

CARRIED

4. REPORTS

a) Library Managers:

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

03-05-14-26 Moved by Vice Chair Day that Chair Hughes and Trustee Croken be authorized to attend a meeting with Peace Library System to discuss potential censorship of health related books not being catalogued into the system, stating they are too old.

CARRIED

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

Savanna – Chair Hughes presented Library Manager Alison Wiebe's report to the Board.

b) Administrator:

Administrator Cindy Clarke presented her report to the Board.

c) Chair and Trustees:

Trustee Croken – Trustee Croken reported that he had the opportunity to represent Saddle Hills County by receiving the Friends of Education Award from the Catholic School Board.

Trustee Weiss – had nothing to share.

Trustee Heinrichs – had nothing to share.

Vice Chair Day – thanked the Board and Staff for the flowers after having surgery. The surgery went well and recovery is going well also.

Chair Hughes – reported that she spoke with the Bonanza Municipal Library Manager about health related books that Peace Library System will not catalogue, stating they are too old. Chair Hughes also worked with Administrator Clarke on a draft Plan of Service.

04-05-14-26 Moved by Trustee Heinricks that the Library Managers, Administration, and Chair and Trustee Reports be accepted as presented.

CARRIED

5. FINANCIAL REPORTS

a) Financial Statement to April 30, 2026

05-05-14-26 Moved by Trustee Croken that the Financial Statement to April 30, 2026 be accepted as presented.

CARRIED

b) 2025 Audited Financial Statement

06-05-14-26 Moved by Trustee Weiss that the 2025 Audited Financial Statements be accepted as presented.

CARRIED

c) GIC Renewals

07-05-14-26 Moved by Trustee Heinricks that the GIC investments maturing in June, be renewed for a 1 year term at the current rate at maturity.

CARRIED

6. OLD BUSINESS

a) Plan of Service

08-05-14-26 Moved by Vice Chair Day that the draft 2026-2028 Plan of Service be adopted as presented with Option #2 being selected under 'Create Young Readers', and Option #1 being selected for the Cover Page.

CARRIED

b) Artificial Intelligence (AI)

**09-05-14-26 Moved by Trustee Weiss that the Artificial Intelligence item be added to the June Library Board Meeting agenda for further discussion.
CARRIED**

c) Security Video Doorbell

**10-05-14-26 Moved by Vice Chair Day that the Library Managers be authorized to purchase security video doorbells if necessary.
CARRIED**

7. NEW BUSINESS

a) Emergency Preparedness Week

Emergency Preparedness Week will be added to future Annual Calendars to prepare for displays at the Libraries to promote the event.

b) PLS Return on Investment

The information from Peace Library System on the return on the investment from Saddle Hills County will be included as information in the package for the Delegation to Council in October.

c) Seniors Event June 1, 2026

Central Peace Health and Wellness will be hosting a Seniors Event at the Woking Multiplex on June 1, 2026. The Woking Municipal Library Manager plans to have a display table set up to offer information to seniors on library services available at the Saddle Hills County Municipal Libraries.

d) Administrator Mastercard

The Board would like to authorize a \$2000.00 mastercard to be used by the Administrator for Library Board expenses. A Bylaw is required for the Library Board to carry indebtedness to ATB Financial for the addition of another mastercard.

A Bylaw will require three readings in order to be passed and rescind any current indebtedness Bylaws.

11-05-14-26 Moved by Trustee Croken that the Saddle Hills County Library Board Bylaw #06-2026, Mastercard Indebtedness, receive First Reading May 14, 2026.

CARRIED

12-05-14-26 Moved by Trustee Heinricks that Saddle Hills County Library Board Bylaw #06-2026, Mastercard Indebtedness, receive Second Reading May 14, 2026.

CARRIED

13-05-14-26 Moved by Vice Chair Day that the Saddle Hills County Library Board Bylaw #06-2026, Mastercard Indebtedness, be presented for Third and Final Reading at the May 14, 2026 Library Board Meeting.

CARRIED UNANIMOUSLY

14-05-14-26 Moved by Trustee Croken that Saddle Hills County Library Board Bylaw #06-2026, Mastercard Indebtedness, receive Third and Final Reading May 14, 2026.

CARRIED

8. CORRESPONDENCE

15-05-14-26 Moved by Vice Chair Day that the Correspondence Items be accepted for information.

CARRIED

9. NEXT MEETING DATE

The next Library Board meeting will be held Thursday June 18, 2026 at the Saddle Hills County Administration Building, at 1:00 pm.

10. ADJOURNMENT

Chair Hughes adjourned the meeting at 2:25 pm

REDACTED

Tracey Hughes, Chair

June 17, 2026

Date

REDACTED

Cindy Clarke, Administrator

June 17, 2026

Date

