

MINUTES
SADDLE HILLS COUNTY LIBRARY BOARD MEETING
Held at the Saddle Hills County Administration Building
September 25, 2025

PRESENT:	Tracey Hughes	Chair
	Sherill Day	Vice Chair
	Corry Heinrichs	Trustee
	John Croken	Trustee
	Joan Hardy	Working Library Manager (via Zoom)
	Cindy Clarke	Administrator
ABSENT:	Kristen Smith	Trustee
	Michele Kettles	Bonanza Library Manager
	Alison Wiebe	Savanna Library Manager

1. CALL TO ORDER

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

2. ADOPTION OF THE AGENDA

01-09-25-25 Moved by Trustee Croken that the Agenda for the September 25, 2025 Library Board Meeting be adopted as amended to move Item #8 to Item #10.

CARRIED

3. ADOPTION OF MINUTES

02-09-25-25 Moved by Trustee Heinrichs that the Minutes from the June 19, 2025 Board Meeting be adopted as presented.

CARRIED

4. **REPORTS**

a) **Library Managers:**

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

Bonanza – Chair Hughes presented the Bonanza Library Manager report to the Board

Savanna – Chair Hughes presented the Savanna Library Manager report to the Board

b) **Administrator:**

Administrator Cindy Clarke presented her report to the Board.

c) **Chair and Trustees:**

Trustee Heinrichs - nothing to report.

Vice Chair Day – nothing to report.

Trustee Croken – nothing to report regarding the Library Board. Sits on the Parent Council for a Catholic school in Grande Prairie and commented on the initiative of the Philipino community offering language/culture sessions after classes. The initiative is very well received by the community.

Chair Hughes – gave an update of the Woking Library. Trustee Croken asked if any books were in question as those in the Valleyview Library – no.

03-09-25-25 Moved by Vice Chair Day that the Library Managers, Administrator, and Board Trustee Reports be accepted as presented.

CARRIED

5. FINANCIAL REPORTS

a) Financial Report to August 31, 2025

04-09-25-25 Moved by Trustee Heinrichs that the August 31, 2025 Financial Report be accepted as presented.
CARRIED

b) Projected 2025 Year End Budget Report

05-09-25-25 Moved by Trustee Croken that the Projected Year End Budget Report be accepted as presented.
CARRIED

c) Proposed 2026 Budget

06-09-25-25 Moved by Vice Chair Day that the Proposed 2026 Budget be accepted as amended to include the Savanna Renovation revenue and expense.
CARRIED

6. OLD BUSINESS

a) Logo

07-09-25-25 Moved by Vice Chair Day that the amended logo be accepted as presented, and be applied to replace the previous design on Library Board documents.
CARRIED

7. NEW BUSINESS

a) Insurance

08-09-25-25 Moved by Trustee Croken that the content values for the individual Libraries be increased to reflect current amounts for the insurance policy.
CARRIED

b) Letter of Understanding

09-09-25-25 Moved by Vice Chair Day that authorization be given to the Chair and Vice Chair to sign the Letter of Understanding with Saddle Hills County for a three year term.
CARRIED

c) Plan of Service

10-09-25-25 Moved by Trustee Heinrichs that the Library Managers proceed as discussed with the Needs Assessment required for the five year Plan of Service.

CARRIED

d) Performance Appraisals

The Board discussed the current procedure for Performance Appraisals.

8. NEXT MEETING DATE

The next Library Board Meeting is scheduled for November 20, 2025 at the Bonanza Municipal Library at 4:00 pm. Supper will be provided.

9. CORRESPONDENCE

11-09-25-25 Moved by Trustee Heinrichs that the Correspondence items be Accepted for information.

CARRIED

10. IN-CAMERA

12-09-25-25 Moved by Vice Chair Day that the Board enter the In-Camera Session at 2:48 pm.

CARRIED

Library Manager Hardy and Administrator Clarke were excused from the meeting.

13-09-25-25 Moved by Trustee Croken that the Board exit the In-Camera Session at 3:13 pm.

CARRIED

Administrator Clarke re-entered the meeting.

**14-09-25-25 Moved by Vice Chair Day that the Board proceed as discussed
In-Camera.**

CARRIED

11. ADJOURNMENT

Chair Hughes adjourned the meeting at 3:23 pm.

[REDACTED]

Tracey Hughes, Chair

November 20, 2025
Date

[REDACTED]

Cindy Clarke, Administrator

November 20, 2025
Date

