

MINUTES
SADDLE HILLS COUNTY LIBRARY BOARD MEETING
Held at the Woking Municipal Library
June 19, 2025

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

1. CALL TO ORDER

Chair Hughes called the meeting to order at 4:00 pm.

2. ADOPTION OF THE AGENDA

01-06-19-25 Moved by Trustee Croken that the Agenda for the June 19, 2025
Saddle Hills County Library Board Meeting be adopted as presented.
CARRIED

3. ADOPTION OF MINUTES

02-06-19-25 Moved by Vice Chair Day that the Minutes from the May 15, 2025
Board Meeting be adopted as presented.
CARRIED

4. REPORTS

a) Library Managers:

Woking – Library Manager Joan Hardy reported that there had been one new patron since the last report bringing the total cards issued to date to 142, 27 of which are expired. Peace Library System will purge expired library cards from the system at a later date. Displays were created to celebrate National Indigenous History Month and Canada Day. Story time and craft time with the children from the Playgroup Program continues, and will carry forward into the summer months. The total circulations since the last report is 208. Approximately 79 patrons came into the library since the last report, which includes families and repeat patron visits. Library hours for the summer months of July and August will be Tuesdays 10:00 am to 1:00 pm, and Thursdays 3:00 pm to 6:00 pm. Chair Hughes commented that the Library of Things section looks good and well organized. Trustee Croken asked about the new furnace which is working out great.

Savanna – Library Manager Alison Wiebe reported that there were 0 new cards issued since the last report. The total number of cards issued to date is 332. The Summer Reading Program has 25 children and 4 adults registered so far. Library Manager Wiebe supervised 2 exams for patrons. All the books from the school children are being returned for the summer. The last day for the Peace Library System courier is June 24th. Megan from Peace Library System visited the library on June 17th and made comments on how to find books on the Savanna Municipal Library shelves, as well as mentioning that a new TRAC program will be introduced sometime this year. A donation was made to the school for the year end Silent Auction. The summer hours for July and August will be Monday and Tuesday 10:00 am to 1:00 pm starting on June 30th.

Bonanza – Chair Hughes reported for Library Manager Michele Kettles that since the last report 0 new cards had been issued and the total number of cards issued to date is 93. Megan from Peace Library System visited the Library on June 17th. Arrangements have been made with Peace Library System for summer courier. Summer hours for the months of July and August will be Tuesdays and Thursdays 10:00 am to 1:00 pm.

b) Administrator:

Administrator Cindy Clarke reported that the bookkeeping has been on going and continues as usual. Assistance to Chair Hughes and Vice Chair Day had been provided as required. Completed the necessary paperwork to have the Library Board legal name brought into compliance with CRA and ATB Financial. New cheques and deposit books have been received. Peace Library System has been notified to have the legal name of the Library Board updated in their system. The Library Managers have been notified to make sure that invoices they issue for lost or damaged books explains that payment can be made to the Saddle Hills County Library Board. Libraries will still use “Municipal” in their titles. The Provincial grant application has been completed and submitted. An email was received advising that the application had been received. Still awaiting confirmation that the grant is approved. Internal documents will be updated with the legal name as changes are made. If the Board is interested in creating a new logo, now would be a good time to make that change.

c) Chair and Trustees:

Trustee Croken - nothing to report. Spoke about sitting on the School Board in Grande Prairie as well as this Library Board.

Trustee Heinricks – nothing to report. Invited everyone to attend the Quilt Show held at the Fourth Creek Community Hall on Saturday June 21st.

Vice Chair Day – nothing to report. Thanked Chair Hughes and Administrator Clarke for their work on having the legal name brought into compliance.

Chair Hughes – nothing to report. Thanked the Library Managers and Administrator for all the work they do for the library patrons and the Board.

03-06-19-25 Moved by Trustee Heinricks that the Library Managers, Administrator, and Chair and Trustee Reports be accepted as presented.

CARRIED

5. FINANCIAL REPORTS

a) Financial Report to June 15, 2025

04-06-19-25 Moved by Vice Chair Day that the amounts for the increased Office Supplies and Administration be transferred from the contingency line of the budget.

CARRIED

05-06-19-25 Moved by Trustee Croken that the June 15, 2025 Financial Report be accepted as presented.

CARRIED

6. NEW BUSINESS

a) Summer Hours

The Municipal Library summer hours for the months of July and August are as follows starting the week of June 30th:

Bonanza: Tuesdays and Thursdays 10:00 am to 1:00 pm

Savanna: Mondays and Tuesdays 10:00 am to 1:00 pm

Woking: Tuesdays 10:00 am to 1:00 pm

Thursdays 3:00 pm to 6:00 pm

06-06-19-25 Moved by Trustee Heinrichs that the Library summer hours for the months of July and August be accepted as presented.

CARRIED

b) Summer Courier

07-06-19-25 Moved by Trustee Croken that Library Managers Wiebe and Kettles will act as Summer Couriers for their respective libraries, and that the Woking Municipal Library will continue to receive Summer Courier services provided by Peace Library System.

CARRIED

c) Delegation to Saddle Hills County Council Meeting in October

08-06-19-25 Moved by Vice Chair Day that Chair Hughes and Administrator Clarke be authorized to attend the first Saddle Hills County Council Meeting in October to present budget information.

CARRIED

d) Logo

The Library Board will continue to use the current logo picture on all of its documents and promotional materials, removing the word “Municipal” as required for the legal name.

7. NEXT MEETING DATE

The next Library Board Meeting date is scheduled for September 25, 2025. To be held at the Saddle Hills County Administration Building at 1:00 pm.

8. IN-CAMERA

09-06-19-25 Moved by Trustee Heinrichs that the Board enter an In-Camera Session at 5:00 pm.

CARRIED

Library Managers and Administrator were excused from the meeting.

10-06-19-25 Moved by Trustee Heinrichs that the Board exit the In-Camera Session at 5:19 pm.

CARRIED

Administrator Clarke re-entered the meeting.

11-06-19-25 Moved by Trustee Croken that the Board proceed as discussed In-Camera.

CARRIED

12-06-19-25 Moved by Vice Chair Day that money required for the item discussed In-Camera be distributed from Contingency.

CARRIED

9. POLICY REVIEW

a) LIB-AD 01 Honorarium/Expense and Other Rates

13-06-19-25 Moved by Trustee Heinrichs that Policy LIB-AD01 Honorarium/Expense and Other Rates be adopted as amended Option B.

CARRIED

10. ADJOURNMENT

Chair Hughes adjourned the meeting at 5:24 pm.

[REDACTED]

Tracey Hughes, Chair

September 25, 2025
Date

[REDACTED]

Cindy Clarke, Administrator

September 25, 2025
Date

