

MINUTES
SADDLE HILLS COUNTY MUNICIPAL LIBRARY BOARD MEETING
Held Virtually Via ZOOM
February 3, 2022

PRESENT:	Denise van Rootselaar	Chair
	Corry Heinrichs	Vice Chair
	Karen Egge	Trustee
	Kathrin Langlois	Trustee
	Sherill Day	Trustee
	Kristen Smith	Trustee
	Alison Wiebe	Savanna Library Manager
	Michelle Kettles	Bonanza Library Manager
	Cindy Clarke	Administrator
ABSENT:	Bevonna Livingston	Woking Library Manager

1. CALL TO ORDER

Chair van Rootselaar called the meeting to order at 3:41 p.m.

2. WELCOME AND INTRODUCTIONS

Chair van Rootselaar welcomed new Trustees Kristen Smith and Kathrin Langlois to the Library Board. Trustees and staff each introduced themselves.

3. ADOPTION OF AGENDA

01-02-03-22 **Moved by Vice Chair Heinrichs that the agenda for the February 3, 2022 meeting be adopted as presented. Carried**

4. ADOPTION OF MINUTES

02-02-03-22 **Moved by Trustee Egge that the minutes of the December 13, 2021 meeting be adopted as presented. Carried**

5. LIBRARY MANAGERS REPORTS

Savanna Library Manager, Alison Wiebe, gave an oral report opening with a Thank You to the Board for the beautiful flowers given to her at the loss of her family member. Library Manager Wiebe stated that there were 6 new library cards issued, 43 renewals, for a total of 323 card holders for the Savanna Library. There are Mennonite families that frequent the library and are thankful that the door is open again. This group also asked that if there are any books that Savanna Library would like to donate to the new Mennonite School Library they are planning to open, they would be greatly appreciated. The Savanna Library has signed up for the Summer Reading Program and has received interest from 20 children and 1 adult already.

Bonanza Library Manager, Michele Kettles, gave an oral report stating that the Bonanza Library will take part in the Summer Reading Program this year as well. Library Manager Kettles has been busy cataloguing books and preparing the Annual Report.

03-02-03-22 Moved by Trustee Day that the Library Managers Reports be received for information. Carried

6. BOARD ADMINISTRATOR'S REPORT

Administrator Cindy Clarke reported that she has been busy finalizing financial statements and payroll information in anticipation of submitting the books to Saddle Hills County for audit, and preparation of T-Slips for staff and trustees. The Covid Rapid Test Kits have been ordered and are supposed to be in process of being shipped. Administrator Clarke will contact the government directly if there is no email communication by next week stating the status of the Rapid Test Kit delivery.

04-02-03-22 Moved by Trustee Langlois that the Board Administrator Report be received for information. Carried

7. LIBRARY CHAIR AND TRUSTEES REPORTS

Vice Chair Heinricks had nothing to report.

Trustee Langlois reported that she had nothing to report and added that she likes living in Woking as is looking forward to being part of the Library Board.

Trustee Day had nothing to report, but asked about Library Manager Bevonna Livingston. Chair van Rootselaar will report on Library Manager Livingston in her report.

Trustee Egge reported that she attended the Woking Community meeting on January 14, 2022 discussing the future of the Woking School Building. The group is getting ready to meet with Saddle Hills County on February 9th to discuss how to proceed and get help with Rental/Lease Agreements for future tenants of the building.

Trustee Smith reported that she is here to take any questions or concerns back to Council.

Chair van Rootselaar gave a report on Library Manager Bevonna Livingston, and stated that a relief Library Manager, Joan Hardy, will assume the duties at the Woking Library until Library Manager Livingston returns. Chair van Rootselaar also attended the Woking Community meeting on January 14, 2022. Contact with the Board has been the focus of the Chair for the past month.

05-02-03-22 Moved by Trustee Day that the Library Chair and Trustees Reports be received for information. Carried

8. PERFORMANCE APPRAISALS

Chair van Rootselaar emailed the Performance Appraisals to staff for their signatures and comments, and asked that they be returned to her as soon as possible.

06-02-03-22 Moved by Vice Chair Heinricks that the Board approve a pay rate increase for the Library Managers, to Level 4 of the January 2022 grid, effective January 1, 2022. Carried

9. FINANCIAL REPORTS

The financial reports for year end December 31, 2021; as well as January 31, 2022 were presented for the Board's review.

07-02-03-22 Moved by Trustee Egge that the Financial Statements for year end December 31, 2021, and January 31, 2022 be accepted as presented; and that authorization be given to Administrator Clarke to submit 2021 Financial Statements to Saddle Hills County for audit. Carried

10. 2021 ANNUAL REPORTS

The Annual Reports for the Bonanza, Savanna, and Woking Libraries have been completed and are ready to be submitted. The Public Library Survey, item #11 on the Agenda, was part of this Report. The Board thanked Chair van Rootselaar for completion of the survey.

08-02-03-22 Moved by Trustee Egge that the Board approve the 2021 Annual Reports and Public Library Survey, and give authorization to have them submitted. Carried

11. PUBLIC LIBRARY SURVEY

This item is part of the 2021 Annual Report, #10 on the Agenda.

12. WOKING SCHOOL CLOSURE

Chair van Rootselaar and Trustee Egge were in attendance at the Woking Community meeting on January 14, 2022 discussing the future of the Woking School Building. The group is getting ready to meet with Saddle Hills County on February 9th to discuss how to proceed and get help with Rental/Lease Agreements for future tenants of the building.

13. HOODIES

Administrator Clarke reported that the Hoodies approved at the December 13, 2021 Board Meeting were ordered, and upon delivery it was discovered that the Hoodies were not the ones that were ordered. Lighthouse Promotions was very apologetic about ordering the wrong product and has donated these Hoodies to the Board to do with as the Board sees fit. A new, correct, order has been placed by Lighthouse Promotions and the Hoodies should arrive in late February. The Board made the decision that Trustees and staff can have the donated Hoodies in the size and color they ordered.

14. CORRESPONDENCE/INFORMATION ITEMS

The following correspondence was received after the December 13, 2021 Board Meeting and is being presented to the Board for information:

- a) Letter from Saddle Hills County regarding Audit Service
- b) Christmas Greeting from Municipal Affairs Minister McIver
- c) Peace Library System Plan of Service

15. NEXT MEETING DATE AND LOCATION

Next meeting tentatively scheduled for Monday May 2, 2022 at 5:30 pm at the Savanna Library.

16. ADJOURNMENT

Chair van Rootselaar adjourned the meeting at 4:51 p.m.

Denise van Rootselaar, Chair

Cindy Clarke, Administrator