

MINUTES

SADDLE HILLS COUNTY MUNICIPAL LIBRARY BOARD MEETING

Held at the Saddle Hills County Administration Building

February 9, 2023

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

1. CALL TO ORDER

Vice Chair Heinrichs called the meeting to order at 3:30 p.m.

2. ADOPTION OF AGENDA

01-02-09-23 Moved by Trustee Day that the agenda for the February 9, 2023, meeting be adopted as amended with the addition of Board Basics Workshop under #11 Correspondence. **CARRIED**

3. ADOPTION OF MINUTES

02-02-09-23 Moved by Trustee Egge that the minutes of the November 21, 2022, meeting be adopted as presented. **CARRIED**

4. LIBRARY MANAGER'S REPORTS

Bonanza – Michele gave a verbal report on the activities of the Bonanza Library. The Annual Report has been forwarded to Administrator Clarke. Taunia Dupuis has been hired as a relief Library Manager for the Bonanza Library. Michele will contact PLS to

inquire about Taunia taking training. Bonanza Municipal Library has enrolled in the 2023 Summer Reading Program. Nine people have enrolled for the Saturday morning Painting Program with 3 on the waiting list. The Painting Programs have been very successful.

Savanna – Alison highlighted her written report on the activities of the Savanna Library which included completion of the Annual Report. The Painting Programs have been very successful as well with full classes every week and 15 people on the waiting list. In order to give everyone a chance, both Savanna and Bonanza will limit the number of Painting Workshops each participant can attend per month. The library has issued cards to 2 new home school students. Two people taking Power Engineering had written their tests at the library. The renovations for the library have been postponed until August. Savanna Municipal Library is registered for the Summer Reading Program.

Woking – Chair van Rootselaar gave a verbal report on the activities of the Woking Library. There have been 4 new patrons and 1 renewal since the last Board Meeting. Library Manager Bevonna Livingston has taken some online courses. The Escape Rooms have been very successful with registration of 19 participants. Three more Escape Rooms are planned for the future. The next Escape Room will open during Easter. Furniture has been purchased for the extra space at the Library forming a comfortable space for Library patrons. The space may need a heating device as the room is cold compared to the library. The Woking Multiplex Association will have someone check what the issue is and make repairs as necessary. Purchase of a heating device will be suspended until the issue is investigated. Seniors would like to use the Library for a gathering place. Library Manager Bevonna Livingston would like to hold an Open House/Meet and Greet at the Library on March 18, 2023.

03-02-09-23 Moved by Vice Chair Heinricks that the Woking Library Manager be authorized to spend up to \$150.00 for the Open House/Meet and Greet on March 18, 2023. CARRIED

04-02-09-23 Moved by Trustee Day that the Library Manager Reports be accepted as presented. CARRIED

5. BOARD ADMINISTRATOR REPORT

Administrator Clarke provided a written report on activities since the last meeting, which included preparation of Year End statements and documentation.

05-02-09-23 Moved by Chair van Rootselaar that the Board Administrator Report be received for information. CARRIED

6. LIBRARY CHAIR AND TRUSTEES REPORTS

Chair van Rootselaar – attended the Woking Multiplex Association Grand Opening supper which had a good turnout. Chair van Rootselaar has a great rapport with the Woking Multiplex Association when it comes to small issues such as cleaning the parking lot. Chair van Rootselaar is pleased with how the Woking Municipal Library is being utilized.

Trustee Langlois – attended the Woking Multiplex Association Grand Opening supper event.

Vice Chair Heinrichs – had nothing to report.

Trustee Egge – attended the Woking Multiplex Association Grand Opening supper and felt that the Library missed an opportunity to promote the Library at the event. Trustee Egge has answered questions about the Library such as hours of operation, and is optimistic about the growth of the Library. Trustee Egge is interested in participating in the Board Basics Workshop on February 26, 2023.

Trustee Day – is hearing lots of excitement around the Painting Workshops at the Bonanza and Savanna Libraries. People love being able to have somewhere to go to meet other people while taking part in an activity.

06-02-09-23 **Moved by Trustee Langlois that the Library Chair and Trustees Reports be received for information. CARRIED**

7. FINANCIAL REPORTS

- a) Administrator Clarke presented the December 31, 2022 Year End Financial Statements for approval.
- b) Administrator Clarke presented the January 31, 2023 Financial Statements for approval.

07-02-09-23 **Moved by Trustee Day that the telephone line with Telus at the Bonanza Municipal Library be cancelled, and that a more affordable cell phone and booster (if required) be purchased for use at the Bonanza Municipal Library. CARRIED**

08-02-09-23 **Moved by Trustee Langlois that the December 31, 2022 Year End Financial Statements be accepted as presented. CARRIED**

09-02-09-23 **Moved by Trustee Day that the December 31, 2022 Year End Financial Statements and supporting documentation be forwarded to Saddle Hills County for audit purposes. CARRIED**

10-02-09-23 Moved by Trustee Egge that the January 31, 2023 Financial Statement be accepted as presented. **CARRIED**

11-02-09-23 Moved by Trustee Egge that \$1500.00 from the Advertising Line of the 2023 Budget be moved to Programs and Supplies. **CARRIED**

8. 2022 ANNUAL REPORTS AND 2023 PUBLIC LIBRARY SURVEY

12-02-09-23 Moved by Trustee Day that the 2022 Annual Reports and 2023 Public Library Survey be approved for submission. **CARRIED**

9. IN-CAMERA SESSION

The In-Camera Session will be held after #11 Correspondence.

10. WOKING MULTIPLEX ASSOCIATION UPDATE

Chair van Rootselaar gave a verbal update on the Woking Multiplex Association (WMA). Council had requested that the WMA come forward with a more simplified Lease Agreement. The second Lease Agreement was amended to \$650.00/month for 2 rooms being utilized by the Woking Municipal Library. Council will sign an Agreement with WMA prior to the Library Board signing a Lease Agreement. The Library Board will continue to provide Janitorial Services for the common areas used by library patrons, mainly the washroom.

13-02-09-23 Moved by Trustee Day that the Library Board submit \$2600.00 to the Woking Multiplex Association, in good faith, for lease of space for the Library from November 1, 2022 to February 28, 2023 at \$650.00/month. **CARRIED**

14-02-09-23 Moved by Trustee Egge that a new budget line titled "Lease Payments" be opened in the 2023 Budget, and that \$7800.00 from Contingency be moved to Lease Payments. **CARRIED**

15-02-09-23 Moved by Vice Chair Heinricks that the Woking Multiplex Association Update be accepted. **CARRIED**

11. CORRESPONDENCE

- a) Board Basics Workshop to be held at the Grande Prairie Public Library on February 26, 2023.

16-02-09-23 Moved by Trustee Day that attendance to the Board Basics Workshop on February 26, 2023, be authorized for any Trustee, Library Manager, or Administrator who wishes to attend. **CARRIED**

9. In-Camera Session

17-02-09-23 Moved by Vice Chair Heinricks that the Library Board Chair, Vice Chair, and Trustees enter an In-Camera Session at 5:00 pm. **CARRIED**

Library Managers Wiebe, and Kettles, along with Administrator Clarke, exited the meeting.

18-02-09-23 Moved by Trustee Day that the Chair, Vice Chair, and Trustees exit the In-Camera Session at 5:10 pm. **CARRIED**

Administrator Clarke re-entered the meeting.

12. NEXT MEETING DATE AND LOCATION

The next meeting is tentatively scheduled for Monday April 24, 2023 at 3:30 to be held at the Saddle Hills County Administration Building.

13. ADJOURNMENT

Vice Chair Heinricks adjourned the meeting at 5:14 pm.

redacted

Corry Heinricks, Vice Chair

redacted

Cindy Clarke, Administrator

