

# MINUTES

## SADDLE HILLS COUNTY MUNICIPAL LIBRARY BOARD MEETING

Held at the Saddle Hills County Administration Building

June 10, 2024

<b>PRESENT:</b>	Tracey Hughes	Chair
	Kathrin Langlois	Vice Chair
	Denise van Rootselaar	Trustee
	Kristen Smith	Trustee
	Sherill Day	Trustee
	Elizabeth Gustafson	Trustee
	Cindy Clarke	Administrator
	Michele Kettles	Bonanza Library Manager
	Alison Wiebe	Savanna Library Manager
	Bevonna Livingston	Woking Library Manager (via Zoom)

### 1. CALL TO ORDER

Chair Hughes called the meeting to order at 6:00 p.m.

### 2. ADOPTION OF AGENDA

**01-06-10-24 Moved by Trustee van Rootselaar that the Agenda for the June 10, 2024 Board Meeting be adopted as amended with the following addition:**

**6h) Mileage Rate**

**CARRIED**

### 3. ADOPTION OF MINUTES – May 2, 2024

Trustee Gustafson noted that Motion #04-05-02-24 and Motion #16-05-02-24 were conflicting. Trustee Smith stated that Motion #16-05-02-25, being the last motion, would be the one in effect.

**02-06-10-24 Moved by Trustee Day that the minutes from the  
May 2, 2024 Board Meeting be adopted as presented.  
CARRIED**

### 4. REPORTS

#### a) **Library Manager Reports**

Bonanza: Library Manager Kettles reported that there was 1 new patron and 3 renewals since the last report. The IT person from PLS was in the Library to check the computers and did some updating, replaced the Access Point and mounted the new one on the wall. He was also able to answer some questions about the security cameras that were installed last fall. Requests have been received from patrons for new library materials. Conducted weeding of old books and ordered and catalogued new materials. A local author contacted the library about a book she had written that was illustrated by a local artist as well, and a copy of the book Emma's Little Bit of Heaven has been ordered for the library. Library Manager Kettles expressed that it is cool to have local authors interested in the Library.

Savanna: Library Manager Wiebe reported that there were 10 card renewals since the last report, bringing the total number of patrons to 312. The Library renovations are looking great – all the shelves are in place, doors for the adult section need to be attached, still waiting on electrical. The elementary classes are regularly checking on the renovations and are getting excited for the library to open again. One person came to write an exam, so he was taken to a classroom to complete. The Summer Reading Program has 30 kids signed up, and 6 adults. Chair Hughes came to check out the library. Library Manager Wiebe was wondering about a Grand Re-opening Budget? Bookmarks have been made to include with new books being checked out to remind patrons to treat the book with care. The Library has been asked to provide items for the School Year End and Savanna Fair silent auctions.

**03-06-10-24 Moved by Trustee Day that the Savanna Municipal Library Manager  
Be authorized to spend up to \$200.00 for a Grand Re-opening event.  
CARRIED**

Woking: Library Manager Livingston reported that there were 2 new patrons and 0 renewals since the last Board Meeting. Was trained and is currently using the LEAP application on a voluntary basis instead of Polaris. The LEAP application will be fully implemented in all libraries in the future. Senior's Wednesday has been slowing down now that summer has arrived, however, on the rainy days the Seniors still come to play cards and socialize on Wednesdays. A book donation was received and entered into the system. The Play Group is very excited to be using the Library on Tuesdays and are actively procuring items. Creating a bulletin board to post/promote activities/programs in and around the Woking area. A Pop-Up craft morning was held on June 1<sup>st</sup> with 4 attendees. Flower pots decorated by the young crafters was donated to the Mother's Day Brunch (value approximately \$18.00). Acquired a detailed List of Things from PLS as requested by the Chair. Library Manager Livingston prepared a schedule for summer hours which appears later in the Agenda. Discussed potential programs/activities with home schoolers for the fall. The IT person from PLS came to introduce himself and review the IT equipment in the Library. The new Access Point will need someone to come install it on the wall. The Library may need a new printer.

**04-06-10-24 Moved by Trustee Gustafson that the Library Manager Reports be accepted as presented.**

**CARRIED**

**b) Board Administrator Report**

Administrator Clarke gave a report on activities since the May meeting. A Saddle Hills County representative has been added to the Library Board Canada Revenue Account. Information was provided to the newly elected Chair and Vice Chair as requested. Updated and/or developed new forms for reports, timesheets, etc. Worked on Policy Review. The Provincial Grant application was submitted and received. The deadline for application is June 15<sup>th</sup> so the results of the application are not expected until after that date. The GICs will be coming up for renewal in June. A motion is required to redeem \$25,000.00 for the Savanna Library renovations. The Grievance Letter has been managed and completed.

**05-06-10-24 Moved by Trustee Day that the GICs be renewed for a 1 year term.**

**CARRIED**

**06-06-10-24 Moved by Trustee van Rootselaar that the Administrator be authorized to redeem \$25,000.00 from GICs for the Savanna Library renovations.**

**CARRIED**

**07-06-10-24 Moved by Vice Chair Langlois that the Administrator Report be accepted as presented.**

**CARRIED**

**c) Library Board Chair and Trustee Reports**

Vice Chair Langlois – appreciates the correspondence received from the Administrator

Trustee Gustafson – had nothing to report

Trustee van Rootselaar – had nothing to report.

Trustee Day – had nothing to report

Trustee Smith – had nothing to report.

Chair Hughes – spoke with Trustee van Rootselaar about the Board Facebook page and the supervision of the Working Janitor. Trustee van Rootselaar agreed to continue with these tasks. Mentioned that there should be a ‘Checklist’ for new Chairs to let them know of the different people and organizations that should be notified when there is a change, and what duties are required by the Chair besides conducting the meeting. Chair Hughes is working on new report templates for the Collection of Things, Performance Appraisal, Library Managers Report, etc. Met with the Library Managers from Bonanza and Savanna to check on renovation progress and any activities scheduled for the summer and fall.

**08-06-10-24 Moved by Trustee Day that the Board Chair and Trustee Reports be accepted as presented.**

**CARRIED**

**d) Financial Report to May 31, 2024**

Administrator Clarke presented the Board with the Financial Statements to May 31, 2024. It was discussed that when the cell phones come up for renewal, the Library Board should consider a flat rate paid to the Library Managers for use of their personal cell phones, as library phones, instead of renewing the contract with Bell Mobility.

**09-06-10-24 Moved by Trustee Day that the Savanna Library Manager be compensated \$55.00/month for use of personal cell phone as library phone, until the phone in the Library is restored.**

**CARRIED**

**10-06-10-24**      **Moved by Vice Chair Langlois that the Financial Report be accepted as presented.**

**CARRIED**

**5. OLD BUSINESS**

**a) Library Logos**

Trustee van Rootselaar suggested that the Library Websites and Social Media accounts include the name of the respective Library above the logo for ease of recognition. Peace Library System may be able to help add the name to the website pages.

**b) Library Card Renewals – Policy LIB-AD03**

Chair Hughes spoke with Emma Stewart at Peace Library System regarding renewal of library cards. Going forward, a 2 year renewal period will make it easier to capture more reliable data on reports that the Board uses for planning.

**11-06-10-24**      **Moved by Trustee van Rootselaar that Policy LIB-AD03 be reviewed and updated to include a 2 year renewal period for library cards.**

**CARRIED**

**c) Summer Courier and Summer Hours Finalization**

Library Manager Livingston provided a schedule of the operating hours for the Working Municipal Library during July and August. Library Manager Wiebe will notify Peace Library System of the last delivery date for Bonanza and Savanna Schools, at which time Library Managers Wiebe and Kettles will act as a Summer Courier.

**d) Tote Bags**

Further to Board Motion #03-05-02-24, Administrator Clarke presented the Board with information on available tote bags from Lighthouse Promotions.

**12-06-10-24**      **Moved by Vice Chair Langlois that 150 Tote Bags, #Q4400, natural with black handles and black logo, be purchased from Lighthouse Promotions with \$1000.00 of the cost coming from the Contingency budget line, and the remainder from the Advertising and Promotion budget line.**

**CARRIED**

## **6. NEW BUSINESS**

### **a) Signing Authority**

**12-06-10-24** Moved by Vice Chair Langlois that Denise van Rootselaar be removed as a signing authority for the Saddle Hills County Municipal Library Board.

**CARRIED**

**13-06-10-24** Moved by Trustee van Rootselaar that Vice Chair Langlois be added As a signing authority for the Saddle Hills County Municipal Library Board

**CARRIED**

**14-06-10-24** Moved by Trustee Day that signing authority for the Saddle Hills County Municipal Library Board will consist of Tracey Hughes, Kathrin Langlois and Cindy Clarke, with two of the three required for any banking documents.

**CARRIED**

**15-06-10-24** Moved by Trustee Gustafson that Cindy Clarke remain as the authorized person to access online banking services for the Saddle Hills County Municipal Library Board.

**CARRIED**

### **b) Collection of Things**

Chair Hughes spoke to a representative of the insurance company regarding items listed on the Collection of Things located at the Libraries. The representative stated that there would be no coverage for any water craft type items checked out of the Library, and the waiver form is insufficient for liability purposes. It was recommended that these items be removed from the Library shelves pending further investigation.

**16-06-10-24** Moved by Vice Chair Langlois that all water sport items such as Kayaks, Boards, and Boats, be removed from the Library shelves until further investigation with the insurance company is complete.

**CARRIED**

**c) Library Manager Report Form**

There was a discussion on the reformat of the Library Manager Report form.

**17-06-10-24**      **Moved by Trustee Gustafson that a section be added to the Library Manager Report form to indicate the top three collection items from each category of books, dvds, and things, checked out of the Library since the previous report.**

**CARRIED**

**d) Performance Appraisal Forms**

Chair Hughes indicated that an updated Performance Appraisal Form should be developed. A copy of the Performance Appraisal form used by Saddle Hills County will be brought to a future meeting to use as a template example.

**e) Library Managers Meeting For The Fall**

Pursuant to Policy LIB-AD13 Library Manager's Meetings, Chair Hughes stated she would be available to facilitate a Library Manager's Meeting sometime in the fall. The Library Managers indicated that in the past it was difficult to agree on a day that worked for everyone. With the addition of meetings by electronic means, the Library Managers will let Chair Hughes know of convenient days and times that may work for a Library Manager's Meeting.

**f) Working Alone Policy LIB-AD09**

Chair Hughes has been in communication with Hope McNally from Saddle Hills County regarding the review of the Working Alone Policy. The Working Multiplex does not currently have an evacuation plan in place. Hope McNally will conduct a walk through of the building and advise how the Working Alone Policy can be updated to include a plan for the Working Library. The Bonanza and Savanna Libraries follow the evacuation plans set forth in the school policies.

**g) Rycroft Library**

The Rycroft Library updated the Saddle Hills County Municipal Library Board of its recent delegation to Saddle Hills County Council to share upcoming events being held at the Rycroft Library. As a form of networking, the Saddle Hills County Municipal Libraries will use their own discretion when posting information from other libraries on their Social Media accounts or bulletin boards.

**h) Mileage Rate**

**18-06-10-24** Moved by Vice Chair Langlois that the Saddle Hills County Municipal Library Board adjust and maintain its mileage rate to coincide with the rate paid by Saddle Hills County, effective immediately.

**CARRIED**

**7. POLICY REVIEW**

**19-06-10-24** Moved by Trustee Smith that the Policy Review be tabled until the next meeting due to time restraints.

**CARRIED**

**8. CORRESPONDENCE**

**20-06-10-24** Moved by Trustee Day that the Correspondence item be accepted for information.

**CARRIED**

**9. IN-CAMERA – LABOR**

The Library Managers and Administrator were excused from the rest of the meeting while the Board entered into an In-Camera session.

**21-06-10-24** Moved by Vice Chair Langlois that the Board move into an In-Camera Session at 8:09 pm.

**CARRIED**

**22-06-10-24** Moved by Vice Chair Langlois that the Board come out of the In-Camera Session at 9:09 pm.

**CARRIED**

**23-06-10-24** Moved by Trustee Day that the Saddle Hills County Municipal Library Board proceed as discussed In-Camera.

**CARRIED**



**10. NEXT MEETING**

The next meeting will be held at the Savanna Municipal Library on Wednesday October 2, 2024, at 6:30 pm.

**11. ADJOURNMENT**

Chair Hughes adjourned the meeting at 9:11 pm.

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Tracey Hughes, Chair

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Cindy Clarke, Administrator



