

## MINUTES

### SADDLE HILLS COUNTY MUNICIPAL LIBRARY BOARD MEETING

Held at the Bonanza Municipal Library

November 26, 2024

<b>PRESENT:</b>	Tracey Hughes	Chair
	Sherill Day	Vice Chair
	Kathrin Langlois	Trustee (via Zoom)
	Elizabeth Gustafson	Trustee (via Zoom)
	Kristen Smith	Trustee (via Zoom)
	Michele Kettles	Bonanza Library Manager
	Alison Wiebe	Savanna Library Manager
	Joan Hardy	Woking Library Manager (via Zoom)
	Cindy Clarke	Administrator
<b>ABSENT:</b>	Ruth Czerniak	Trustee

#### 1. CALL TO ORDER

Chair Hughes called the meeting to order at 4:34 pm .

Being that Quorum was not present at 4:34 pm, Chair Hughes made the decision to wait until 5:00 pm before cancelling the meeting due to no Quorum. Those present agreed to participate in discussions, being that motions could not be made without Quorum.

Kristen Smith joined the meeting at 4:50 pm via Zoom  
Elizabeth Gustafson joined the meeting at the meeting at 4:54 pm via Zoom

Quorum was reached at 4:54 pm and the meeting proceeded.

#### RECESS

Chair Hughes recessed the meeting at 4:55 to proceed to the Organizational Meeting.

Chair Hughes, being re-elected as Chair, resumed the regular meeting at 5:03 pm.

## **2. ADOPTION OF THE AGENDA**

**01-11-26-24** Moved by Trustee Langlois that the Agenda for the November 26, 2024 Board Meeting be adopted as amended, with the addition of #6 b) Woking Multiplex Association – Lease Agreement Renewal  
**CARRIED**

## **3. ADOPTION OF MINUTES**

**02-11-26-24** Moved by Trustee Smith that the Minutes from the October 2, 2024 regular Board Meeting be adopted as presented.  
**CARRIED**

**03-11-26-24** Moved by Trustee Langlois that the Minutes from the November 6, 2024 Policy Board Meeting be adopted as presented.  
**CARRIED**

## **4. REPORTS**

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

**Bonanza:** Library Manager Michele Kettles gave a report to the Board on the library activities since the last Board Meeting. There has been 1 library card renewal. Library Manager Kettles has been assisting elderly patrons requesting books on TracPac. The local Book Club is ordering books again for their monthly meetings. Weeding of the non-fiction section has continued, as well as cataloging new material. There has been a lot of interest in Christmas picture books. Ordering of new juvenile material such as graphic classic novels, hoping to attract interest. The Bonanza School is having the book fair for the school library. Peace Library System was notified about the library closure over the Christmas break. Library Manager Kettles has been using the stickers made by Administrator Clarke for new books, and feels that they are helping to keep new books from being returned damaged.

**Savanna:** Library Manager Alison Wiebe gave a report to the Board on the library activities since the last Board Meeting. There have been 3 new patrons since the last report, and 10 renewals. The total number of cards issued for the Savanna Library to date is 330. Puppet kits for the daycare and junior kindergarten were ordered from Peace Library System. Giant checkers, Jenga, and Snakes and Ladders have been ordered and the patrons love them. A puzzle corner has been set up and is getting a lot of attention from the public, students, and school staff. Had Jill from Peace Library System change the hours on the website and reset the password. A Halloween Coloring Contest was held and each grade received prizes. Had Jaymie from Peace Library System help with the printer. A Christmas Coloring Contest is being planned and everyone who enters will be

eligible to put their name in for a draw for a Christmas Turkey, on top of the other prizes. Painting classes are scheduled to be held on Saturday November 30<sup>th</sup> at 10:00, there are currently 13 people signed up, 7 new people from last year. Painting is planned for 1 session per month, excluding December, as the budget allows. The Signal Newspaper has asked if copies of the paper can be left at the library for the community, until the Canada Post strike is resolved. Library Manager Wiebe has continued using her personal cell phone for library business as the school phone is inadequate. Peace Library System will be providing ipads for each library for public use. The airfryer that was listed on the Savanna Library Collection of Things, has been donated to the school.

Woking: Library Manager Joan Hardy gave a report to the Board on the library activities since the last Board Meeting. There has been 4 new patrons and 4 renewals since the last report. There is a total of 133 library cards issued to patrons of the Woking Municipal Library. Statistical report building within the Polaris system was taken with Ryan from Peace Library System. There has been ongoing weeding, adding new books, and rearranging the collection to make it more user friendly as per Peace Library System recommendations. Saddle Hills County staff conducted a safety inspection of the library on October 9<sup>th</sup>. The Senior's Drop in on October 16<sup>th</sup> was not well attended, and it will be offered again in the New Year. The library was busy on Halloween with people coming in who were attending an event in the gym. Story time and craft time is offered to the children attending the Woking Multiplex Playgroup Program Tuesday mornings. The Polar Regions: Animals and Folktales Storytime Kit from Peace Library System has been popular with the children. The puppets are a real hit during story time as well. The Christmas Book Block supplied by Peace Library System has been popular with several of the books being signed out. There have been 113 patron visits since the last report, which includes families and repeat visits. A wreath making activity is scheduled for November 28<sup>th</sup>, with 5 people currently signed up. The new printer and USB battery will be installed on November 26<sup>th</sup>. The library mastercard has not been received yet. Library Manager Hardy will be away from January 6 to 9, 2025 and is in the process of making sure there is coverage for the library to remain open to the public during this time. The library continues to see traffic from various activities being hosted elsewhere within the Woking Multiplex during library hours.

Libraries will be closed for Christmas Break from December 23, 2024 to January 5, 2025

## **b) Administrator Report**

Administrator Clarke reported that regular record keeping duties continues. Chair Hughes was assisted when needed. There was a lot of work done to revise the current Library Board Policies to be presented at the Policy Review Meeting on November 6<sup>th</sup>, including collecting information from outside sources. A representative from Canada Revenue Agency called to inquire about the Amended T4 Summary that was submitted, and stated that the adjustment can be included on the 2025 T4 Summary A mastercard for the Woking Library has been ordered, but has not been received yet. Updated social media and contact information after the change in Trustees appointed

by Saddle Hills County Council. Updated Policy Manuals will be handed out in the New Year once all the revisions have been adopted. Administrator Clarke will now be responsible for the Library Board facebook page.

**c) Chair and Trustee Reports**

Vice Chair Day: had nothing to report.

Trustee Smith: had nothing to report other than Saddle Hills County Council has begun budget talks.

Trustee Gustafson: had nothing to report.

Trustee Langlois: advised the Board that as of January 2, 2025 she will be starting a new job with Saddle Hills County which will be in conflict of interest with her duties on the Library Board so this will be her last Library Board meeting. Trustee Langlois felt that the Policy Meeting was a good use of time.

Chair Hughes: met with Administrator Clarke regarding the policy reviews. Spoke with newly appointed Trustee Ruth Czerniak. Spoke with the Library Managers for policy clarification. Received the Woking Multiplex Association Lease Agreement renewal. Annual Reports from the Library Managers are due in February. Still working on the Code of Conduct Policy which will be presented at the February Board Meeting. Library Manager Joan Hardy will assume the supervision of the janitor at the Woking Municipal Library. Administrator Clarke is the administrator for the Library Board Facebook page.

**04-11-26-24 Moved by Vice Chair Day that the Library Manager, Administrator, and Chair and Trustee Reports be accepted as presented.**

**CARRIED**

**d) Financial Report to November 20, 2024**

Administrator Clarke presented the Board with the Financial Report to November 20, 2024.

**05-11-26-24 Moved by Vice Chair Day that \$1500.00 from Training and Conferences be reallocated to Board Honorarium.**

**CARRIED**

**06-11-26-24 Moved by Vice Chair Day that any unspent funds from Contingency at year end, be reallocated to Capital Expenses.**

**CARRIED**

**07-11-26-24 Moved by Trustee Langlois that the Financial Report to November 20, 2024 be accepted as amended.**

**CARRIED**

## **5. OLD BUSINESS**

### **a) Proposed 2025 Budget**

Administrator Clarke presented the Board with an amended Proposed 2025 Budget which includes the additional \$10,000.00 granted from Saddle Hills County Council. The additional funds were added to the Contingency line pending direction from the Board.

**08-11-26-24 Moved by Trustee Langlois that the amended Proposed 2025 Budget be accepted as presented.**

**CARRIED**

## **6. NEW BUSINESS**

### **a) Annual Calendar**

The Plan of Service Community Engagement and Letter of Understanding with Saddle Hills County were discussed and added to the 2025 Annual Calendar.

### **b) Woking Multiplex Association – Lease Agreement Renewal**

Chair Hughes advised the Board that the Lease Agreement with the Woking Multiplex Association for the Woking Municipal Library site has been received. The new Agreement calls for an increase of lease payment from \$650.00 per month to \$700.00 per month.

**09-11-26-24 Moved by Trustee Smith that the Saddle Hills County Municipal Library Board agree to pay \$700.00 per month to lease space for the Woking Municipal Library.**

**CARRIED**

**10-11-26-24** Moved by Trustee Langlois that Chair Hughes be authorized to sign the Lease Agreement with the Woking Multiplex Association in the amount of \$700.00 per month, which will expire on December 31, 2028.

**CARRIED**

## **7. POLICY REVIEW**

**11-11-26-24** Moved by Vice Chair Day that amended Policy LIB-AD03 - Library Cards, be brought back to a future meeting to discuss the Library of Things disposal of items.

**CARRIED**

**12-11-26-24** Moved by Trustee Langlois that amended Policy LIB-AD07 - Public Access to the Internet, be approved as amended with the removal of the Public Access to the Internet User Agreement.

**CARRIED**

**13-11-26-24** Moved by Trustee Langlois that amended Policy LIB-AD12 – Selection Acquisition and Disposition of Materials, be approved as presented.

**CARRIED**

**14-11-26-24** Moved by Vice Chair Day that amended Policy LIB-AD18 – Meeting Attendance by Teleconference, be approved as amended with the word ‘must’ in #5 being switched to ‘should’.

**CARRIED**

**15-11-26-24** Moved by Trustee Langlois that new Policy LIB-AD20 – Security Camera Usage, be brought to a future meeting after researching the recording capabilities of the cameras.

**CARRIED**

Trustee Smith had to leave the meeting at 6:00 pm.

## **8. CORRESPONDENCE**

a) **Municipal Affairs** – Project Grant Funding for Rural Library Boards

**16-11-26-24** Moved by Vice Chair Day that the Correspondence Item be accepted for information.

**CARRIED**

**9. NEXT MEETING DATE AND LOCATION**

The next Library Board meeting will be held on February 20, 2025 at the Saddle Hills County Administration Building.

- The Board will meet at 3:30 pm to discuss staff Performance Appraisals
- Staff interviews for Performance Appraisal will begin at 4:00 pm.
- The regular Board Meeting will commence at 5:00 pm.

The Administrator and Library Managers were dismissed from the meeting for the Board to enter an In-Camera session.

**10. IN-CAMERA**

**17-11-26-24 Moved by Vice Chair Day that the Board go In-Camera at 6:23 pm.  
CARRIED**


**18-11-26-24 Moved by Trustee Langlois that the Board come out of In-Camera  
At 6:26 pm.  
CARRIED**

**19-11-26-24 Moved by Trustee Gustafson that the Board proceed as discussed  
In-Camera.  
CARRIED**

**11. ADJOURNMENT**

Chair Hughes adjourned the meeting at 6:27 pm.

  
Tracey Hughes, Chair

  
Cindy Clarke, Administrator





