

MINUTES
SADDLE HILLS COUNTY MUNICIPAL LIBRARY BOARD MEETING
Held at the Savanna Municipal Library
October 2, 2024

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

1. CALL TO ORDER

Chair Hughes called the meeting to order at 6:30 p.m.
Chair Huges welcomed Joan Hardy, the new Library Manager for the Woking Municipal Library.

2. ADOPTION OF AGENDA

01-10-02-24 Moved by Trustee van Rootselaar that the Agenda for the October 2, 2024 Board Meeting be adopted as presented.

CARRIED

3. ADOPTION OF MINUTES – May 2, 2024

02-10-02-24 Moved by Trustee Day that the minutes from the June 10, 2024 Board Meeting be adopted as presented.

CARRIED

4. REPORTS

a) **Library Manager Reports**

Bonanza: Library Manager Kettles reported that there were 2 new patrons and 2 Renewals since the last report. A consulting visit with Meagan from PLS was held to review running reports and weeding items 4 years old and older. Library Manager Kettles also inquired if there was any funding through PLS for author tours as the Bonanza School had asked if the Library could look into having a local author tour. Funding for author tours would have to come out of the Library Program Budget. The Summer Courier went well. A desk chair was replaced. Weeding, ordering, and cataloging collection items has continued. Library Manager Kettles attended the Re-opening of the Savanna Municipal Library and said it looks amazing! A book was damaged during transport by PLS being exposed to gasoline or some similar substance and will not be returned to the Library. Library Manager Kettles received an email from the PLS cataloging department regarding a copy of Growing Tobacco for Survival which had several indicators that the item is an illegal knockoff. Library Manager Kettles contacted Amazon, where the book was purchased, but they were unable to offer any information and said that they would not be able to refund the purchase.

Savanna: Library Manager Wiebe reported that there were 25 card renewals and 15 new patrons since the last report, bringing the total number of cards issued to 327. Library Manager Wiebe took the Polaris Leap training (a web-based circulation tool for Polaris that will allow circulation staff to perform basic library services outside of the library) on September 10th. The renovations to the Library were completed and the Library was set up and fully useable again by August. Summer Courier went well, and next year the service will continue into September to allow the school courier time to get started. Ryan from PLS came to hook up computers and printers as the servers were messed up from the electricians doing reno work. Summer Reading Program went well with 24 kids and 4 adults. Prizes for the Summer Reading Program were won by Cash Smith, Cowan Smith, Colt Wiebe, Hailey Wiebe, and Charlene Mandel. The Grande Re-opening of the Savanna Municipal Library was held on September 18th, with 30 people attending. Winners of the door prize draws were John Bolch and Debra Friesen. The DVD *Fargo* was purchased from Amazon and it turned out to be bootlegged and pirated, a refund will not be coming. The Library will be holding a Halloween Coloring Contest, details will be posted to the Library social media and inside the Library.

Woking: Library Manager Hardy presented her report to the Board indicating that there had been 2 new patrons since the last report, bringing the total cards issued for the Woking Municipal Library to 129. Library Manager Hardy attended PLS Orientation on September 23rd and had Meagan from PLS visit the library to answer questions and make suggestions. Library Manager Hardy has been familiarizing herself with the Library, weeding, rearranging, and adding new books to the collection. The Woking Municipal Library has transitioned to the Leap Program. A Story Time Program has been started on Tuesday mornings for the 4-5 year old children attending the Playgroup Program at the Woking Multiplex. A Story Time kit has been ordered from PLS, containing books, puppets, and craft ideas for 4-6 year olds. The kit will remain at the Library until December. A Christmas Book Block has also been ordered and will remain on loan at the Library from October 31, 2024 to January 30, 2025. Kits and Book Blocks will become regular orders for the Woking Municipal Library. A Senior's Drop-In time will be held on October 16th from 10:00-12:00 pm, with the intention to have this added as a monthly event to the Library. Library Manager Hardy presented statistics for the library such as patron activity PAC vs Client, with 17 holds placed in PAC, 5 logins to PAC, 3 renewals in Polaris Client, 23 renewals in PAC, and a total checkout and renewal statistic of 264. There have been 38 patrons come into the Library since August 20, 2024, which includes families and repeat visits. The Library of Things had 7 items check out – knife sharpener, cotton candy machine, dehydrator, axe throwing game, laser tag, corn hole game, and the yogurt/ice cream maker. The PLS IT department recommends that a new printer and UPS battery in the server room be replaced. The cost will be from \$150-\$500. The IT department is pricing out the items and will inform Library Manager Hardy of the findings. Library Manager Hardy will wait to hear from the IT department before shopping for a printer and UPS battery.

03-10-02-24 Moved by Trustee Day that the Woking Municipal Library Manager be authorized to spend up to \$500.00 (combined), for the purchase of a new printer and UPS battery.

CARRIED

b) Board Administrator Report

Administrator Clarke gave a report on activities since the last meeting. The usual administrative duties associated with record keeping were conducted. Assistance was given to Chair Hughes as needed. The new library tote bags were picked up and distributed to the libraries. A meeting to discuss changes to the LIB-AD00 Personnel Policy was held with Chair Hughes and a draft of the revisions was created and sent to the Board Trustees via email upon completion for their review. Administrator Clarke attended the Savanna Municipal Library Grande Re-opening on September 18th, the library looks fabulous! Worked on the Projected 2024 Year End Budget and Proposed 2025 Budget to be presented later in the meeting. Created and distributed 'Respect' labels to the Library Managers to apply to new materials being lent out. The Alberta Public Libraries grant of \$21,460 was received and put in the account. Performed duties associated with a Termination and New Hire as requested. Created a binder for the Chair and Vice Chair outlining some of the duties of the position and relevant information.

**04-10-02-24 Moved by Vice Chair Langlois that the Library Managers and Administrator Reports be accepted as presented.
CARRIED**

c) Library Board Chair and Trustee Reports

Trustee Gustafson – had nothing to report

Trustee Day – attended the Savanna Municipal Library Grande Re-opening on September 18th and the renovations are beautiful! Trustee Day was impressed with the amount of people who turned out for the event.

Trustee van Rootselaar – had nothing to report, and is sorry for not being able to attend Savanna Municipal Library Grande Re-opening on September 18th.

Vice Chair Langlois – has moved to the Blueberry Mountain area and can now be considered the representative from that area. Vice Chair Langlois has submitted her name to Saddle Hills County Council for consideration of another term as a Trustee on the Saddle Hills County Municipal Library Board.

Trustee Smith – reported positive feedback from the Council members who attended the Savanna Municipal Library Grande Re-opening on September 18th. Council will begin Budget meetings soon.

Chair Hughes – completed the personnel issues as discussed by the Board in previous meetings. Conducted interviews for a new Library Manager for the Woking Municipal Library along with Vice Chair Langlois, and Trustees Day, and van Rootselaar. Helped Joan Hardy, the new Library Manager for the Woking Municipal Library, get acquainted with the library. Dealt with a lot of correspondence. Went to a Board Meeting Workshop held in Grande Prairie that was conducted by a Parliamentarian in association with Municipal Affairs. The workshop was super interesting and beneficial. Attended the Savanna Municipal Library Grande Re-opening and would like to thank all the Board Trustees and Council Members that attended.

**05-10-02-24 Moved by Trustee Day that the Board Chair and Trustee Reports be accepted as presented.
CARRIED**

d) Financial Report to September 22, 2024

Administrator Clarke presented the Board with the Financial Statement to September 22, 2024.

**06-10-02-24 Moved by Trustee Gustafson that the Financial Report to September 22, 2024 be accepted as presented.
CARRIED**

5. OLD BUSINESS

a) Working Alone Policy

Chair Hughes has been in contact with Hope McNally, Safety Officer for Saddle Hills County, regarding the Working Alone Policy LIB-AD09. Ms. McNally will be conducting a walk through of the Woking Multiplex on October 9, 2024 at 10:00 am. Chair Hughes will meet with Ms. McNally on October 10, 2024 to discuss recommendations for the revision of the Woking Alone Policy.

6. NEW BUSINESS

a) Mastercard for new hire at the Woking Municipal Library

ATB Financial requires a copy of the signed Library Board Minutes that include a motion stating the name of the Library Manager, the name of the Library, and an authorized spending limit, before issuing a mastercard.

**07-10-02-24 Moved by Vice Chair Langlois that Joan Hardy, Library Manager of the Woking Municipal Library, be authorized to acquire an ATB Financial Mastercard for the Library with a spending limit of \$2000.00.
CARRIED**

b) Projected 2024 Year End Draft Budget

Administrator Clarke presented a draft Projected 2024 Year End Budget to the Board for approval.

**08-10-02-24 Moved by Trustee Day that the draft Projected 2024 Year End Budget be accepted as presented.
CARRIED**

c) Proposed 2025 Draft Budget

Administrator Clarke presented a draft Proposed 2025 Budget to the Board for approval.

09-10-02-24 Moved by Vice Chair Langlois that the *Collections Purchases* budget line of \$24,000.00, be split between the Libraries for a one year term in the following manner: Bonanza \$7000.00; Woking \$8000.00; and Savanna \$9000.00.

CARRIED

10-10-02-24 Moved by Trustee van Rootselaar that the Proposed 2025 Draft Budget be accepted as presented.

CARRIED

d) Delegation to Saddle Hills County Council

A request to have the Chair and Administrator appear as a Delegation at a Saddle Hills County Council Meeting has been approved for October 8, 2024, 10:45 am, for 15 minute time period.

11-10-02-24 Moved by Trustee Day that Chair Hughes and Administrator Clarke be authorized to appear before Saddle Hills County Council as a Delegation to present the Proposed 2025 Draft Budget on October 8, 2024.

CARRIED

e) Personnel Policy LIB-AD00 Draft Revisions

Chair Hughes asked the Board if there was any feedback from the Board on the revised draft Personnel Policy that was emailed to the Board members prior to the Board Meeting.

12-10-02-24 Moved by Vice Chair Langlois that the revised Personnel Policy LIB-AD00 be adopted as presented.

CARRIED

f) Code of Conduct Policy

Chair Hughes reported that it was recommended at the Board Meeting Workshop, and by Municipal Affairs, that each Library Board have a Code of Conduct Policy in place. The Saddle Hills County Municipal Library Board can model a Code of Conduct Policy after the Saddle Hills County Council Code of Conduct Bylaw.

13-10-02-24 Moved by Trustee Day that a draft Code of Conduct Policy be created and presented at a future Board Meeting for review.

CARRIED

g) Policy Board Meeting

Chair Hughes asked the Board what their thoughts were regarding a separate Board Meeting to discuss Policy review and revisions since this item is frequently tabled at Board Meetings due to time restraints. There was discussion around whether this extra meeting would be an annual addition to the Board Calendar. It was pointed out that the current budget is already over on the Mileage line and suggested that mileage for a special meeting be taken from the Contingency. Chair Hughes prefers an in-person meeting, but Zoom attendance will also be acceptable for those unable to attend in-person. The notion of a small group of Trustees assigned to reviewing and revising Policies and bringing them to a future Board Meeting was also discussed.

**14-10-02-24 Moved by Vice Chair Langlois that an extra Board Meeting to review and revise all Board Policies, be conducted by the end of 2024, with the Mileage for the meeting being posted to Contingency.
CARRIED**

Chair Hughes will contact Saddle Hills County to reserve the Conference Room for the evening Of November 6, 2024 for an extra Board Meeting to review Board Policies. The Board members will be notified with confirmation.

7. CORRESPONDENCE

**15-10-02-24 Moved by Trustee Gustafson that the Correspondence items be accepted for information.
CARRIED**

8. NEXT MEETING

The next meeting will be held at the Bonanza Municipal Library on Tuesday November 26, 2024 at 4:30 pm.

The Library Managers and Administrator were dismissed from the meeting at 7:58pm.

9. IN-CAMERA

16-10-02-24 Moved by Trustee Day that the Board move into an In-Camera Session at 8:02 pm.

CARRIED

17-10-02-24 Moved by Trustee Smith that the Board come out of the In-Camera Session at 8:22 pm.

CARRIED

10. ADJOURNMENT

Chair Hughes adjourned the meeting at 8:23 pm.

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Tracey Hughes, Chair

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Cindy Clarke, Administrator

