

# MINUTES

## SADDLE HILLS COUNTY MUNICIPAL LIBRARY BOARD MEETING

Held at the Saddle Hills County Administration Building

May 2, 2024

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

### 1. CALL TO ORDER

Chair van Rootselaar called the meeting to order at 3:39 p.m.

### 2. ADOPTION OF AGENDA

**01-05-02-24 Moved by Trustee Day that the Agenda for the May 2, 2024 Board Meeting be adopted as amended with the following Additions:**

- 14. Annual Report from Peace Library System**
- 15. Zoom Usage**
- 16. Logo**

**CARRIED**

### 3. ADOPTION OF MINUTES – February 5, 2024

**02-05-02-24 Moved by Vice Chair Hughes that the Minutes from the February 5, 2024 Board Meeting be adopted as presented.  
CARRIED**

### 4. LIBRARY MANAGER REPORTS

Bonanza: Library Manager Kettles reported that there were 2 new patrons, and 3 Library card renewals since the last Board Meeting. The Water Color Painting program had lower attendance than the previous year. Library Manager Kettles has returned to regular hours at the Library and is enjoying seeing familiar faces. There are very few cloth library bags to give out to new patrons. Summer Courier arrangements have been made between Bonanza and Savanna Libraries. Local authors have inquired about adding their works to the Bonanza Library collection. Patrons are regularly requesting new library material

**03-05-02-24 Moved by Trustee Day that additional cloth bags, in a new color, be purchased for the Libraries.  
CARRIED**

Savanna: Library Manager Wiebe reported that there were new patrons, and 45 library card renewals since the last Board Meeting, with total patrons at 312 for the Savanna Library. The renovations are going very well. So far there is new flooring, lights, ceiling tiles, and painted walls. It looks great so far. IT from Peace Wapiti is asking about the Library Internet Ports, and who is responsible for the cost of moving them. The Summer Reading Program already has 27 kids registered, PLS sent \$100 to purchase prizes. There were 2 people who came in to write online exams. Summer Courier arrangements have been made between Savanna and Bonanza Libraries. Some of the new cabinets were painted and will be delivered on May 1<sup>st</sup>. The estimated date of completion for the renovations is sometime in mid June.

Woking: Library Manager Livingston reported that there were 4 new patrons, and 2 library card renewals since the last Board Meeting. The Easter Craft program had 7 participants. The Woking Willing Workers, friends of the library, purchased new chairs for the Library. Library Manager Livingston reported that there was a Library Manager's Council meeting on April 15<sup>th</sup>, where discussions on Trac App changes, and Bibliocommons App vs Trac App were held. A donation of 30 DVDs was received, they were logged in and are now on the shelf. There has been a request for a Play Group. The Library will switch from Monday opening to Tuesday opening, 10:00 – 1:00 pm, to accommodate the Play Group. Library Manager Livingston would

like to register for the upcoming PLS Symposium on May 31, 2024. The Woking Municipal Library summer hours will be Tuesday and Wednesday with 2 Saturdays in July and August.

**04-05-02-24 Moved by Trustee Gustafson that the summer hours for the Woking Municipal Library be Tuesday, Wednesday every week, and 2 Saturdays in the months of July and August.**

**CARRIED**

**05-05-02-24 Moved by Trustee Langlois that the Library Manager Reports be accepted as presented.**

**CARRIED**

Library Manager Livingston left the meeting at 4:04 pm.

## **5. BOARD ADMINISTRATOR REPORT**

Administrator Clarke gave a report on activities since the February meeting. The T4 and T5 slips have been completed and sent to Employees and Trustees. Was advised of an error in completion of the T4 Slips to employees. Amended T4 slips were completed and sent to employees. Internal Payroll Summaries have been adjusted to make sure the error won't happen in the future. Policy reviews are in progress and will be submitted at the next Board Meeting. Administrator Clarke spoke with a representative from Canada Revenue Agency regarding the GST Return change of address, and persons authorized to access the Saddle Hills County Municipal Library Board CRA accounts. A grievance letter has been presented to an employee, the Chair, and Vice Chair regarding Policy LIB-AD04 Violence/Harassment for the manner of how the T4 Slip error was carried out.

**06-05-02-24 Moved by Trustee Smith that Administrator Clarke make a request to Saddle Hills County to have a person act as an authorized representative on the Saddle Hills County Municipal Library Board CRA account.**

**CARRIED**

**07-05-02-24 Moved by Vice Chair Hughes that the Board Administrator Report be accepted as presented.**

**CARRIED**

## 6. LIBRARY BOARD CHAIR AND TRUSTEE REPORTS

Trustee Langlois – had nothing to report.

Trustee Day – had nothing to report.

Trustee Gustafson – attended the ALTA Coffee Meeting Chat where the topic was Budgeting.

Vice Chair Hughes – read the Board Meeting Minutes from 2018 to present. Asked about a motion for new letters for the Library Sign at the Bonanza Municipal Library: Library Manager Kettles said that letters were found so new letters weren't necessary. Asked about library card renewals: renewals are subject to the individual Library Managers, ranging from 2 to 5 years. Vice Chair Hughes spoke with Emma Stewart from PLS about Library Cards. Asked that more information on Library Cards come back to a future meeting to discuss the continuity between libraries. Vice Chair Hughes made a visit to the Woking Municipal Library May 1<sup>st</sup> to see the facility and ask how operations are going. Visits to the Bonanza and Savanna Municipal Libraries will be conducted in the near future. Asked that upcoming Peace Library System events be added to the Annual Calendar.

Trustee Smith – had nothing to report.

Chair van Rootselaar – had nothing to report.

**07-05-02-24 Moved by Trustee Day that the Board Chair and Trustee Reports be accepted as presented.  
CARRIED**

## 7. FINANCIAL REPORTS

Administrator Clarke presented the Board with the Financial Statements to April 28, 2024. It was noted that the deposit to Bell Mobility has been refunded and will appear as a Pre-Paid Expense on future Financial Statements.

**08-05-02-24 Moved by Vice Chair Hughes that the Financial Report be accepted as presented.  
CARRIED**

## **8. AUDIT RESULTS**

Administrator Clarke presented the Auditor's Letter from Saddle Hills County, outlining the results of the 2023 External Audit.

**09-05-02-24 Moved by Trustee Langlois that the Audit Results be accepted as presented.**

**CARRIED**

## **9. PLS SYMPOSIUM – MAY 31, 2024**

Library Manager Bevonna Livingston has expressed interest in attending the Peace Library System Symposium on May 31, 2024.

**10-05-02-24 Moved by Trustee Gustafson that up to 3 people be authorized to attend the Peace Library System Symposium on May 31, 2024.**

**CARRIED**

**11-05-02-24 Moved by Trustee Smith that registration fees for the Peace Library System Symposium on May 31, 2024 be paid from the Training & Conferences line of the current Budget.**

**CARRIED**

## **10. LIBRARY BOARD BASICS WORKSHOP – JUNE 1, 2024**

It was suggested that new members to the Saddle Hills County Municipal Library Board, Tracey Hughes and Elizabeth Gustafson, should attend the Library Board Basics Workshop on June 1, 2024.

**12-05-02-24 Moved by Chair van Rootselaar that attendance be authorized for Tracey Hughes and Elizabeth Gustafson for the Library Board Basics Workshop on June 1, 2024, if they are interested in attending.**

**CARRIED**

## **11. STRONGER TOGETHER 2024 CONFERENCE – OCTOBER 3-4, 2024**

**13-05-02-24 Moved by Trustee Gustafson that the Saddle Hills County Municipal Library Board cover the cost of registration for anyone interested in attending the Stronger Together 2024 Conference on October 3-4, 2024, with funds coming from the Training & Conferences line of the Current Budget.**

**CARRIED**

## **12. SADDLE HILLS COUNTY REQUEST FOR FEEDBACK ON BYLAW 419-2023**

Saddle Hills County requested feedback on the question of whether or not to provide Live Streaming or Recording of Council, Board, and Committee Meetings, which would be added to their Bylaw 419-2023. The Library Board took a poll of the members and the result was that the majority were not in favor of Live Streaming or Recording of Library Board meetings.

**14-05-02-24 Moved by Trustee Day that Administrator Clarke notify Saddle Hills County that the Saddle Hills County Municipal Library Board is not in favor of Live Streaming or Recording of its Board Meetings.  
CARRIED**

## **13. SUMMER COURIER AND SUMMER HOURS**

**15-05-02-24 Moved by Trustee Smith that the Library Managers from the Bonanza and Savanna Municipal Libraries be authorized to perform Summer Courier duties as required.  
CARRIED**

**16-05-02-24 Moved by Trustee Langlois that the Summer Hours for the Libraries be accepted as discussed, and posted to respective Social Media accounts: Savanna – Monday and Tuesday; Bonanza – Tuesday and Thursday; Woking – 2 days per week, either Tuesday, Wednesday, or Saturday.  
CARRIED**

## **14. ANNUAL REPORT TO PEACE LIBRARY SYSTEM**

Vice Chair Hughes spoke with Peace Library System and was made aware that the Annual Report needs to be passed around to the Board Trustees prior to approval. Future Board Meeting Agendas should include a copy of the Annual Report.

A copy of the Annual Report recently submitted will be circulated to the members of the Saddle Hills County Municipal Library Board.

**17-05-02-24 Moved by Trustee Smith that the Annual Report that was included as Item #10 of the February 5, 2024 Board Minutes, as a request to authorize submission, be accepted and approved.  
CARRIED**

## 15. ZOOM USAGE

Vice Chair Hughes spoke on the usage of Zoom by Board Members unable to attend meetings in person. The discussion centered around the quality of audio/visual of Zoom meetings, the relevance, rules, changing the time of future Meetings, etc.

**18-05-02-24 Moved by Trustee Day that Policy LIB-AD18 Meeting Attendance by Teleconference, be brought back to the next meeting for review.  
CARRIED**

## 16. LOGOS

Vice Chair Hughes spoke about an item from 2022 by former Trustee Egge on the use of a new logo. Working Municipal Library Manager had created a new logo for the library and the Board asked the Bonanza and Savanna Library Managers for their feedback on the use of a new logo. Both stated they would stay true to the current logo in use.

Vice Chair Hughes stated that all three libraries are connected under the umbrella of the Board and that they should show continuity. Trustee Day stated that logos and Social Media profiles are different things. Trustee Smith stated that all 3 libraries should have their Social Media profiles as the Board logo to show unity. Library Manager Wiebe stated that a clearer picture of the Board logo should be sent to the libraries to update their Social Media profiles.

A new logo will be discussed as a new item for the 2025 Budget. Administration will send a clearer picture of the Saddle Hills County Municipal Libraries and Saddle Hills County Municipal Library Board logos to the Library Managers.

**19-05-02-24 Moved by Trustee Smith that the Saddle Hills County Municipal Libraries and/or Saddle Hills County Municipal Library Board logos be used on all Social Media profiles and promotional pages.  
CARRIED**

## 17. CORRESPONDENCE

**20-05-02-24 Moved by Trustee Smith that the Correspondence items be accepted for information.  
CARRIED**

## 18. IN-CAMERA - LABOR

**21-05-02-24 Moved by Chair van Rootselaar that the Board enter an In-Camera session at 5:53 pm to discuss labor matters.**

**CARRIED**

Library Managers Wiebe and Kettles left the meeting.

Administrator Clarke exited the Board Room.

Administrator Clarke was asked to leave the meeting at 7:14 pm

**22-05-02-24 Moved by Trustee Langlois that the Board come out of the In-Camera session at 7:37 pm.**

**CARRIED**

**23-05-02-24 Moved by Trustee Smith that the Board proceed as discussed In-Camera.**

**CARRIED**

**24-05-02-24 Moved by Trustee Smith that Chair van Rootselaar be removed from her position as Chair of the Saddle Hills County Municipal Library Board.**

**CARRIED**

**25-05-02-24 Moved by Trustee Day that the floor be opened for nominations for the position of Chair for the Saddle Hills County Municipal Library Board.**

**CARRIED**

Trustee Langlois nominated Vice Chair Hughes for the position of Chair for the Saddle Hills County Municipal Library Board. Vice Chair Hughes accepted the nomination.

**26-05-02-24 Moved by Trustee Day and nominations for the position of Chair for the Saddle Hills County Municipal Library Board cease.**

**CARRIED**

Tracey Hughes was declared as the new Chair for the Saddle Hills County Municipal Library Board.

Chair Hughes nominated Trustee Langlois for the position of Vice Chair for the Saddle Hills County Municipal Library Board. Trustee Langlois accepted the nomination.



Trustee van Rootselaar nominated Trustee Gustafson for the position of Vice Chair for the Saddle Hills County Municipal Library Board. Trustee Gustafson accepted the nomination.

**27-05-02-24 Moved by Chair Hughes that nominations for the position of Vice Chair for the Saddle Hills County Municipal Library Board cease.**

**CARRIED**

A secret ballot was administered.

Trustee Langlois was declared as the Vice Chair for the Saddle Hills County Municipal Library Board.

**28-05-02-24 Moved by Trustee Day that ballots be destroyed and nominations end.**

**CARRIED**

## **19. NEXT MEETING**

The next Board Meeting will be held on Monday June 10, 2024, at 6:00pm, at the Saddle Hills County Administration Building. All in attendance are asked to bring their own 'Brown Bag Supper'.

## **20. ADJOURNMENT**

**29-05-02-24 Moved by Trustee van Rootselaar, at 7:54 pm, that the meeting be Adjourned**

**CARRIED**

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Tracey Hughes, Chair

**Redacted**  
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Cindy Clarke, Administrator

