



Attendees Sandra Baker (Chairman), Kayla Lorenzen (Library Manager), Blanche Lemire, Jonathan Clark, Tiare Dewart, Mark Barber, Dave Cox, Mike Barkwith.

Apologies None

1.0 Meeting called to order at 17:00

The meeting started with a presentation by Carley from Chinook Arch headquarters. This was a review of the mandatory plan of service that all libraries are required to complete. The talk concluded with a printed review of the requirements of plan of service which was handed to the board.

Presentation ended at 17:25 and the board thanked Carley and Chinook Arch headquarters for her presentation. Carley left the meeting.

2.0 Approval of Agenda

Jonathan – Approved by vote

3.0 Approval of minutes of previous meetings – amendments

Approval of minutes as amended Dave – Approved by vote

4.0 Financial Report - Tiare Dewart

The payroll estimates out-turn remains within the budget estimate, allowing for both the staff pay rise and the extra time that Janice Day was employed to cover the period without a manager and training the new manager Kayla.

Motion by Tiare to accept the report as presented. Approved by Vote.

Staff pay for 2023 - Motion to go into camera Jonathan 17:40
Motion to come out of camera 17:50 Sandra

Motion to increase staff wages by 3% effective from January 1st 2023 Approved by Vote.

up Kayla advised the meeting she would be visiting the Credit Union to complete the sign for the agreed managers credit card.

5.0 Building Expansion

Mark Barber explained that the town is reviewing all capital projects and formulating a policy for these capital projects. It was agreed to pause for a short while our RFP and await the initial findings of the review.

Dave Cox was concerned that we did not have a budget estimate. He said that if he knew the proposed area then he could probably give a rough estimate based on industry standard costs. It was agreed to give Dave a figure for the area.

6.0 Other Reports

Chairman - Sandra

Sandra reported she had met with Kayla, to review her appointment, following the expiration of the 90 days probationary period. Following the reviews the appointment was confirmed.

Manager – Kayla

Kayla presented both her report and the outreach co-ordinators report.

Town of Pincher -	None
MD of Pincher Creek -	Letter received from Chinook arch regarding funding.
Village of Cowley	The CAO Cindy Cornish has retired and her replacement is Carrie Kinahan

7.0 New Business - None

8.0 Correspondence

letter received from the MD and Town confirming the annual grant.

9.0 Other Business

A vacancy exists for a town member.

Next Meeting 15th February at the Library

Meeting adjourned 19:00 - Motion by Tiare