



**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 18:55**

**2.0 Approval of Agenda and minutes**

Agenda – Mark Barber – Approved by vote

Minutes – As amended Dave Cox – Approved by vote.

The minutes now to have the year added to the date.

**3.0 Financial report - Tiare Dewart**

The year end statement shows a small deficit. This was occasioned by the change of Library manager and the short term re-employment of Janice Day to facilitate the training and hand-over to our new manager.

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

The errors in salary payments to the staff are being corrected and resolved by the Town of Pincher Creek, with assistance from our book keeper and Kayla.

Kayla informed the board that the managers credit card is now approved and has a limit of \$2000.

**5.0 Building Expansion**

The Town and the MD are continuing with their capital asset strategy review. The board are keen to progress with the proposals for a library expansion. It was agreed that the RFP will be revised following comments from the Town and will be reissued to all board members by 1<sup>st</sup> March for comment. Dave Cox commented on the suggested area and of the expansion and it was agreed that we should be considering a 100% increase, to serve both the existing and projected population increase.

**6.0 Other Reports**

**Chairman - Sandra**

The personnel committee are continuing with updating the policy manual. The Social media policy is also being reviewed and updated.

**Manager – Kayla**

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

**Town of Pincher** - The Town has approved the new Town board member, Jennifer Carpenter. Jonathan will arrange the orientation. The new Curling Club building has been agreed, the location will be, as planned, adjacent to the Golf Club.

**MD of Pincher Creek** - Capital planning review is in hand.

**Village of Cowley** – Tiare Dewart attended an open house event on the 7<sup>th</sup>.

**Carls** New delivery vans are on order.

## **7.0 New Business**

The Annual report has been prepared. There has been a minor amendments to the details of the take home program.

Motion to approve the annual report as amended – Mark Barber – Approved by vote.

## **8.0 Correspondence – None**

## **9.0 Other Business – None**

**Next Meeting 15<sup>th</sup> March at the Library**

**Meeting adjourned 20:33 - Motion by Jonathan**