

**Attendees** Jonathan Clark (Vice chair), Kayla Lorenzen (Library Manager), Blanche Lemire, Jennifer Carpenter (by audio link) . Mark Barber, Dave Cox, Mike Barkwith.

**Apologies** Tiare Dewart

**1.0 Meeting called to order by Jonathan at 19:01**

**2.0 Approval of Agenda and minutes**

Agenda – Mark Barber – Approved by vote

Minutes – Two motions by Blanche missed from the minutes added.

First Motion – I feel as a board member we need to go and meet with the Town Mayor, Mr. Don Andenberg and find out where we are at with our Library Expansion, possible locations and when we could expect a decision on this information.

Board had a discussion: Mark hadn't told the whole council that we wanted to expand that it was his fault and apologized. Mike needed to finish up the RFP.

Blanche made a friendly amendment.

Second Motion – Mike will update the RFP including our square footage wish of 7500 sq ft. and other pertinent details needed for our future library expansion. He will email the revised copy to each Board Member as well as Kayla our Library Manager by March 1, 2023.

Voted – all in favour, passed.

**3.0 Financial report - Kayla**

We remain within our budget predictions for 2023.

Motion to accept the report by Kayla Mike approved by vote.

Correction to the staff salaries following the approved grid...

Our accountant has reviewed the calculations as requested from the last meeting.

\* The back pay to cover the omission of not following the pay grid will be \$20k,

\* The cost of living salary increases for 2023 will be \$22k.

Motion to accept the figures presented by Kayla Mark Barber approved by vote/

Motion to move all the eligible staff to the correct position of the agreed staff salary grid.  
Jonathan – approved by vote

**Sandra Joined the meeting 19:01**

Motion to increase the hours required to move one step on the salary grid from 1820 hours to 1950 hours. – approved by vote

## **6.0 Reports**

### **Library Expansion**

Motion to go into camera legal and financial matters – Jonathan 19:49

Motion to come out of camera Mike 19:52

It was agreed a copy of the RFP will be sent to all board members and forwarded to the CAO of the Town – Angie Lucas. The RFP will be revived at the next meeting.

### **Manager – Kayla**

The town Council made an impromptu visit to the library.

The library will be represented at the trade show and a survey form has been prepared and will be used at the trade show. An on line version is also available on our web site and for consultation with local service groups.

**Town of Pincher** - None

**MD of Pincher Creek** - None

**Village of Cowley – Carls** – Cowley included our newsletter in their utility bill mail out. The new delivery vans have been delayed.

## **7.0 New Business**

### **Policy Manual updates**

Some of the existing policies need to be updated and cross references in the manual and some new items added.

Lone working, confidentiality agreement and code of ethics  
A copy of the manual to be available at the main desk

## **8.0 Correspondence**

None

## **9.0 Other Business –**

### **Tabled for the next meeting...**

Board and committee appointments  
Technology review

**Next Meeting 17<sup>th</sup> May 19:00 at the Library**

**Meeting adjourned 20:17 - Motion by Dave**