



Pincher Creek and District Municipal Library Board

Minutes of a regular board meeting
Wednesday 17th May 2023 19:00 at the Library

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

Apologies Dave Cox

1.0 Meeting called to order at 19:00

2.0 Approval of Agenda and minutes

Agenda – Additional item – delayed staff repayments

Mark Barber – Approved, as amended. by vote

Minutes – Corrected list of attendees, Retro-active pay-rises for 2023 \$22k, Sandra arrived 19:31, RFP tabled for next meeting.

Minutes approved by vote, as corrected.

3.0 Financial report - Tiare Dewart

Staff to receive salary grid back pay next pay period. The utilities remain with the budget predictions.

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

Kayla informed the board that the staff have now been informed about the raises.

The GST rebate, which is about \$850, Kayla requested that this be put towards the book budget as in previous years.

Motion by Jonathan to put the GST rebate into the book budget Approved by vote.

4.0 Staff and personnel

Motion to go into camera Tiare 19:27 Approved by vote

Motion to come out of camera Tiare 19:45 Approved by vote

Kayla to liaise with the Town, MD and Chinook Arch headquarters on policy guidance for delayed repayments of staff salary increases.

Motion to by Jonathan to accept the proposal – Approved by vote

5.0 Building Expansion

The RFP to be corrected for the required area, this to be approximately 7500 ft² / 700m².
The revised RFP will be sent to all board members.

Motion to go into camera, land matters, Jonathan 19:54
Motion to come out of camera Jonathan 20:02

6.0 Other Reports

Chairman – Sandra – none

Manager – Kayla

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

June the 19th from 5:00 PM until 8:00 PM community consultation evening.

Town of Pincher - None

MD of Pincher Creek - None

Village of Cowley – Tiare Dewart has now taken up the post of CAO at Cowley

Carls No report but the executive committee meets in a few weeks.

7.0 Policy Manual

Revised code of Ethics policy accepted
Impairment policy revised using CARLs policy as template.
New Employment policy, format to be revised to enhance clarity
Section 11-4 probationary period now to be 90 days.

Motion to accept the revisions to the policy manual – Accepted by vote.

8.0 Other Business – Sub committee formation and membership

Refurbishment – Mark Barber, Tiare Dewart and Mike Barkwith.

Finance and Fundraising – Tiare Dewart, Blanche Lemire and Jen Carpenter.

Policy and Personnel – Blanche Lemire, Sandra Baker, Kayla Lorenzen.

Technical and Social Media – Jonathan Clarke and Mike Barkwith

9.0 Correspondence – None

Next Meeting June 21st 19:00 at the Library

Meeting adjourned 20:43 - Motion by Tiare