



Attendees Sandra Baker (Chairman), Kayla Lorenzen (Library Manager), Jonathan Clark, Tiare Dewart (19:06), Mark Barber, Dave Cox, Mike Barkwith.

Apologies None

1.0 Meeting called to order at 19:03

Welcome to two members of the public.

2.0 Approval of Agenda and minutes

Additional items for the agenda –

7.3 Donor Records

7.4 New Board members

8.2 Letter from Blanche Lemire

8.3 Town and MD joint council 2024 budget presentation

8.5 Board training day run at CARLs headquarters.

Additional items, motion to amend the agenda by Dave Cox – approved by vote

Minutes from previous meeting, Motion to accept the minutes Tiare Dewart – approved by vote

3.0 Financial report - Tiare Dewart

The financial report had been reviewed by Tiare, and presented to the board.

The utilities power and gas remain within the budget estimates. The salaries and payroll expenditure has exceeded the budget, due to agreed staff salary increases. The Rural services grant, \$500 is expected. Additional cost of mandatory staff first aid training.

Motion to accept the financial report as presented – Tiare Dewart – approved by vote

4.0 Manager's Report

Next Thursday board representatives will meet with the joint MD and Town council present the 2024 budget proposal. Kayla has prepared a budget summary and presentation for the meeting. This updated budget has increases to cover the the wages and salary shortfall incurred by implementation of the salary grid. A profit and loss summary has also been prepared for presentation to the joint council.

Motion to accept the updated 2024 budget and profit and loss account for presentation to the joint council on the 24th.

Motion by Jonathan Clarke – approved by vote

Outreach and other reports

A new student staff member has been engaged.

A grant from the friends of the library has been received for \$5k

5.0 Other reports

Town and MD councils – none

CARLs board – executive meeting in the next few weeks.

6.0 Policy Manual – Revisions to the policy manual

Section 5.2.3.5 Student Assistant, No comments

Motion to accept revision Dave Cox – approved by vote

Section 5.2.4 Hours of work revised hours 37½

Section 5.2.4.1 Working from Home Tabled for next meeting

Section 5.2.4 Salary increments Motion to be discussed in Camera

Motion to go into Camera, deferred until end of meeting.

Donors A new policy has been drafted by Kayla. This was briefly discussed and tabled for the next meeting.

New Board Members Two potential candidates for the vacant positions have been identified and we await confirmation from the Town and MD on appointments.

Board Familiarisations CARLs will be holding board Familiarisations workshop on November the 28th at their Lethbridge headquarters.

7.0 Plan of Service

Small revision to text and a tri-fold brochure summarising the plan of service has been produced by Kayla

8.0 Other Business – Plan of service

This is now available together with the results of the survey – 151 responses.

9.0 Correspondence –

Rural services grants from Waterton and the MD of Ranchlands have been received.

Invitation to present our 2024 budget to the Joint Town and MD council Thursday at 18:30.

Letter of Thanks from Blanche Lemire for her gift.

Next Meeting October 18th at the Library

10.0 Motion to go into Camera

The two members of the public left for the in camera session

Motion to go into camera – personnel matters Jonathan Clarke 20:11

Motion to come of of camera Jonathan Clarke – 20:43

Motion to accept the revised incremental salary grid as discussed

Approved by vote

Meeting adjourned at 20:43