



Pincher Creek and District Municipal Library Board

Minutes of a regular board meeting
Wednesday October 15th 2023 19:00 at the Library

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

Absent Debbie Reed

1.0 Meeting called to order at 19:03

2.0 Approval of Agenda and minutes

Additional items for the agenda – Discussion of previous tabled items, working from home and list of donors.

Agenda with additions Mark Barber – approved by vote

Minutes from previous meeting.

Item 3 financial report the explanation for the forecast budget over run to be deleted.

Item 4.0 Managers report similar explanation to be deleted.

Correction to Spelling Clark not Clarke

Motion to accept the minutes as corrected – Approved by vote.

3.0 Financial report - Tiare Dewart

The financial position has been reviewed and we remain within the revised budget, with an anticipated shortfall. The utility bills have been delayed and we will have two months of bills to pay when they are presented.

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

Motion to go into Camera – staff matters 19:14

Motion to come out of camera Tiare 19:23

Motion to Approve the salary step increase for the Library Manager Kayla

Mark Barber – approved by vote

4.0 Building and expansion

No further progress, information from the Town is expected in the next few months.

5.0 Managers Report

Members of the board, Sandra – Tiare and Mike together with Kayla met with the joint council to present our revised 2024 budget. Thanks to Kayla for preparing the information presented to the joint council.

Motion to go into camera – Land and Legal Jonathan 19:29

Motion to come out of Camera Tiare 19:37

6.0 Other reports

Town of Pincher Creek	Work on 2024 budgets and Capital assessments.
MD of Pincher Creek	Budget assessments and drought problems.
Village of Cowley	Cowley Hall fundraising Christmas fair December 16 th .
Carls	None – but impeding meetings in the coming weeks
Friends of the Library	Successful autumn book sale.

7.0 Policy manual revisions and review

Vacations	Review of 5.2.6.1, no change to policy. Motion to accept the review Dave – Approved by vote.
Statutory Holidays	5.2.6.2 No change, we follow the Alberta guidelines for statutory and optional holidays. Motion to accept review Kassandra – Approved by vote
Sick Leave	Policy reviewed no changes Motion to accept the review Jonathan – Approved by vote
Working from Home	Policy tabled for next regular meeting.
Donor Records	Kayla produced a revised policy 2.6.2.6. Following discussion Motion at accept the revised policy Kassandra – Approved
Board positions	Tabled until next regular meeting
Motion to go into camera 20:13	Staff matters Jonathan
Motion to come of of camera 20:16	Tiare

8.0 Other Business –

8.1 Revised tri-fold brochure produced by Kayla. This summarises our plan of service. Thanks to Kayla for an excellent job.
Motion to accept the new brochure – Approved by vote

8.2 Christmas and new year opening hours. Kayla presented a schedule to cover the statutory and optional holidays.
23rd, 24th, 25th, 30th and 1st closed reopen 2nd January. The 27th, 28th, 29th reduced hours 10:00 am and until 4:00pm.

Motion to accept the proposed Christmas hours – Approved by vote

9.0 Correspondence –

Library trustee introduction course at Carls Saturday November 18th Please register through Kayla.

Date of next meeting November 15th at 19:00

Motion to adjourn the meeting at 20:30 Tiare Dewart