



# Pincher Creek and District Municipal Library Board

Minutes of a regular board meeting  
Wednesday November 15<sup>th</sup> 2023 19:00 at the Library

**Attendees** Sandra Baker (Chairman), Kayla Lorenzen (Library Manager), Jonathan Clark, Tiare Dewart, Kassandra Chancey, Gord Tolton, Dave Cox, Debbie Reed, Mike Barkwith.

## 1.0 Meeting called to order at 19:00

Welcome to Gord Tolton the new representative from the Pincher Creek Town Council.

## 2.0 Approval of Agenda and minutes

Motion to accept the agenda as presented – Approved by vote.

Spelling correction Clark not Clarke

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

## 3.0 Business arising from the Minutes – None

## 4.0 Financial Report

The expected bill for two months of electricity, due to late presentation of the bill, has been paid. The electricity usage has remained with the budget forecast.

The salary bill has, as expected, exceeded the presented the original budget estimate.

Tiare moved to accept the budget report as presented – Approved by vote.

## 5.0 Managers Report

The Chinook headquarters trustee training is scheduled for Saturday 18<sup>th</sup> November at CARLs offices

Webinar on the 28<sup>th</sup> and 30<sup>th</sup> policies and Library Regulations.

Outreach co-ordinators report presented.

More skis have been provided. Co-operation with St Michael's school for ski lessons using our skis have been provided by SCAT.

Staff performance evaluations have been completed.

## 6.0 Other reports

**Town of Pincher Creek** 2024 Capital assessments and program reviews continue  
**MD of Pincher Creek** RMA meeting and RCMP open house. Budget assessments continue

**Village of Cowley** Cowley Hall fundraising Christmas fair December 16<sup>th</sup>. The little library book exchange has been vandalised.

**Carls** None – but impeding meetings of the Finance and executive committee

**Friends of the Library** None.

**Kayla Lorenzen** The Annual Pincher Creek parade of lights this Friday night the 17<sup>th</sup>.

## 7.0 Policy manual revisions and reviews

<b>Employment</b>	Review of 5.2.6.3, Alberta Employment Standard Code Motion to accept the review Tiare – Approved by vote.
<b>Leave of Absence</b>	5.2.6.4 No change, Motion to accept review Jonathan – Approved by vote
<b>Bereavement Leave</b>	5.2.6.5 Policy reviewed no changes Motion to accept the review Dave – Approved by vote
<b>Grievance Procedure</b>	Motion to accept procedure as revised Debbie – Approved by vote
<b>Working from Home</b>	5.2.4.1 section 10.8 revised Motion to accept procedure as revised – Approved by vote
<b>Donor Records</b>	Kayla produced a revised policy 2.6.2.6. Following discussion Motion at accept the revised policy Kassandra – Approved

### Board Positions

As required the board positions are reviewed and a vote taken for the following positions... Board Chairman, Vice chairman, Treasurer, Secretary.

Nominations were opened to the board. There being no new nominations and the existing board members were willing to stand again.

Chairman	– Sandra Baker	Vice Chairman	– Jonathan Clark
Treasurer	– Tiare Dewart	Secretary	– Mike Barkwith

The positions were approved by vote

**Standing Committees** These are reviewed each year.

Personnel – Sandra Baker, Gord Tolton, Kassandra Chancey

Finance – Sandra Baker, Debbie Reed, Tiare Dewart

Building and Expansion – Mike Barkwith, Debbie Reed, Tiare Dewart, Dave Cox.

Branding and Marketing – Kassandra Chancey, Jonathan Clark, Library Staff

## 8.0 Other Business –

8.1 Staff end of year Christmas bonus. It has been past practice to provide a small bonus to the staff at the end of year. Kayla requested this to be continued for 2023. This was agreed with the addition of a \$50 bonus for the manager.  
Motion to approve the bonus Jonathan – approved by vote

8.2 One of the laptop computers, the Mac Book- Pro, is no longer serviceable and has reached end of life and it cannot be further updated. It is a 2012 model. Kayla asked it we could replace it with another Apple product. After discussion it was agreed to allocate up to \$2K for a suitable replacement.  
Motion to approve the purchase of a new Apple laptop – approved by vote

## 9.0 Correspondence –

Letter from the Town Of Pincher Creek appointing Gord Tolton as the Town Council Representative

Date of next meeting January 17<sup>th</sup> 2024 at 19:00

Motion to adjourn the meeting at 20:09 Tiare Dewart