



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

**Absent**      **Apologies**      Debbie Reed

**1.0**      **Meeting called to order at 19:00** -      Revised meeting date from the 17<sup>th</sup> due to inclement weather

**2.0**      **Approval of Agenda and minutes**

As amended, All the sub-committees have Sandra and Kayla as standing members.

Motion to accept the minutes and agenda as amended – Approved by vote.

**3.0**      **Financial report - Tiare Dewart**

The financial position has been reviewed. All of the grants have been received. Salary has, as forecast and expected, exceeded the original predicted budget. Utilities, gas is below the forecast but electricity over, due to unit price increase.

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

**4.0**      **Building and expansion**

No further progress, The Town has received an engineering assessment report and this is being considered by the Town's appraisers.

**5.0**      **Chairman's Report**

There has been a change of CAO at the Town, the new CAO is Douglas Henderson.

**6.0**      **Manager's Report**

Kayla and the outreach co-ordinator, Samantha submitted written reports. Kayla reported that the new e-newsletter has been sent out and good reviews received. The Annual report is being prepared and will be ready for approval at the February board meeting. The staff all received their Christmas Co-op gift cards. We have received the new Mac-book air laptop. The dark skies planetarium was a great success.

**7.0**      **Other reports**

**Town of Pincher Creek**      New CAO as previously mentioned.  
**MD of Pincher Creek**      Strategic capital reviews continue and water problems continue.

**Village of Cowley**      Little library box is now repaired.  
**Carls**      The levy remains frozen, but there has been a grant increase from the province.

**Friends of the Library**      None

## **8.0 Policy manual revisions and review**

- 5.2.8 Revise confidentially to in confidence Dave Cox - Approved by Vote
- 5.2.9 “within each classification” Mark Barber - Approved by Vote
- 5.2.10 Tiare - Approved by Vote
- 5.3 Gord Tolton - Approved by Vote
- 9.4 Dave Cox - Approved by Vote
- 9.2 revised “long term” Mike - Approved by Vote
- 9.3 Mark Barber - Approved by Vote

## **9.0 Other Business –**

- 9.1 Kayla advised that the Town and MD have settled at 3% for the 2024 cost of living increase (COLA), discussion on this item is tabled for the next meeting.
- 9.2 Discussion of disposal of surplus items. Kayla confirmed that computer equipment is recycled through the Chinook arch IT department. Other items are disposed at the Managers discretion either by sale and or as donations to other libraries. No further action needed.
- 9.3 It is the 50<sup>th</sup> Anniversary of the Joint Library board.

## **10.0 Correspondence –**

A letter from TNC publishing about the upcoming Pincher Creek Visitor guide handbook. A note about advertising rates and asking if the Library would like an advertisement. It was agreed we should look to having a quarter page advert, at a cost of \$800,

Date of next meeting February 21<sup>st</sup> at 19:00

Motion to adjourn the meeting at 20:30 Tiare Dewart