



Pincher Creek and District Municipal Library Board

Minutes of a regular board meeting
Wednesday February 21st 19:00 at the Library

Attendees Sandra Baker (Chairman), Kayla Lorenzen (Library Manager), Jonathan Clark, Tiare Dewart, Kassandra Chancey, Mark Barber, Dave Cox (19:08), Mike Barkwith.

Absent **Apologies** Debbie Reed, Gord Tolton

1.0 Meeting called to order at 19:03 -

2.0 Approval of Agenda and minutes

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

3.0 Financial report - Tiare Dewart

The financial position has been reviewed. The shortfall was \$8.8k and was with the expected out turn. .

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

The 2024 budget was reviewed. A motion to approve the 2024 budget.

The Pincher Creek and District Public Library Board moves to approve the Pincher Creek and District Municipal Library's budget of \$314,245.00 for the 2024 financial year.

Motion by Mark Barber – 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. The engineers report covers the Sobey's Building and the Bargain store building.

5.0 Manager's and Outreach Report

Kayla and the outreach co-ordinator Samantha, submitted written reports. The annual report has been finished. The carpets will be cleaned over the Easter weekend. Kayla also met with the new CAO, Doug Henderson in the recreation office. Samantha continues to arrange talks and programmes for adults and children.

6.0 Other reports

Town of Pincher Creek Work on assessing the the Sobey's building continues

MD of Pincher Creek Water and drought problems continue to be a concern.

Village of Cowley None

Carls There has been an increase in the operating grant from the Province, the precept remains unchanged.

Friends of the Library Spring book sale, first week in May.

7.0 Policy manual revisions and review

- 9.5 Day to day financial management – Review accepted - Approved by Vote
- 9.6 Credit Card, Review accepted - Approved by Vote
- 9.7 Signing Authority, Review accepted - Approved by Vote
- 9.8 Investments, Motion to adopt 9.8 as presented. Sandra - Approved by Vote
- 9.8.1 Short term investments,
Motion to adopt 9.8 as presented. Jonathan - Approved by Vote
- 9.8.2 Longer term Investments, Revise to add “to maximise earnings potential”
Motion to adopt 9.8 as revised Mark - Approved by Vote

8.0 Staff Salaries

Following a tabled motion from the last meeting, for staff COLA pay adjustments.

Motion to go into camera – staff matters - Jonathan 19:45

Motion to come out of camera - Jonathan 19:50

Motion to approve a COLA salary rise for all staff of 3% from the 1st of January 2024.

Dave - Approved by Vote

9.0 Other Business

- 9.1 Motion to accept the annual report as presented Mark - Approved by Vote
- 9.2 Re-upholster chairs, Kayla proposed she would refurbish the chairs – accepted as information
- 9.3 Easter hours, Kayla proposed to close for the whole weekend, including the statutory holiday, to allow the carpets to be professionally cleaned. Motion to accept the proposal. Dave - Approved by Vote
- 9.4 Kayla proposed the library should join the Pincher Creek Chamber of Commerce. Motion to accept the proposal Kassandra - Approved by Vote

10.0 Correspondence

Information on a potential grant from the Federated Co-op received.

Date of next meeting March 18th at 19:00

Meeting adjourned at 20:09, Tiare