

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

**Absent** **Apologies** Jonathan Clark

**1.0 Meeting called to order at 19:02 -**

**2.0 Approval of Agenda and minutes**

**Agenda** – Motion to accept the agenda Tiare – Approved by vote

**Minutes** – **Correct** date to September 11<sup>th</sup>, library expansion paragraph remove floating glyph. Motion to accept the minutes as amended Mark – Approved by vote

**Business Arising** – Library Agreement

The original founding agreement for the library having expired, has been renewed as follows...

Cowley – Approved, Town of Pincher Creek – to be approved, MD of Pincher Creek – approved.

**3.0 Financial report - Tiare**

We have received all our regular grants, these have been slightly more than our budget estimate. We have also received a donation from the friends of the library. Payroll is predicted to be over the budget estimate, eighteen of twenty six pay periods have been assessed. Utilities are below the budget estimates.

Motion to accept the financial review as presented – Tiare – Approved by vote

**4.0 Expansion of Library**

The discussion with the Town continue. We met with Stephen from the town who provided valuable comments on the RFP. The RFP will be revised in line with the comments and circulated to the board for information and comments.

**5.0 Manager's and Outreach Report**

Kayla and the Outreach co-ordinator Samantha, submitted written reports.

Kayala attended a training day at CARLS with Samantha and Chris-ann. Kayla proposed times for library opening over the Christmas holidays. Samantha continues with adult, children's and teen programs. Samantha has been invited to go to Crestview lodge to interview and record stories of their residents. So far six interviews have been completed.

**6.0 Other reports**

**Town of Pincher Creek** None

**MD of Pincher Creek** Work and meetings continue on budgets

**Village of Cowley** Library agreement signed

**Carls** Budget reviews continue  
**Friends of the Library** Book sale went well. Thanks to the Barracuda Judo club volunteers.

## **7.0 Policy manual revisions and reviews**

**Reserve Fund and procurement** – tabled until next meeting

**Salary grid schedule B** – To be tabled until next meeting when we will know our 2025 budget allocations. Motion to table proposals, Dave – Approved by vote

**6.0 Communications** – add the phrase “but not limited to” after may include.  
Motion to accept the amendment – Gord – Approved by vote

**1.1 Mission statement** – Accept as revised Tiare - – Approved by vote

**1.2 Objectives** – Accept as reviewed Mark – Approved by vote

**2. Trusteeship** – Accept as reviewed Kassandra – Approved by vote

**2.1.1 Conflict of Interest** – to be revised following guidance from other libraries, tabled until next meeting

## **8.0 New Business**

Kayla presented proposals for opening times over the Christmas and new year holidays.  
Motion to accept the proposed hours – Tiare – Approved by vote

## **9.0 Annual Performance review.**

Kayla left the meeting, motion to go into camera 19:55 Dave Cox.  
Motion to come out of camera 20:11  
Motion to accept the performance review and recommendations as discussed  
Mark – Approved by vote. Kayla rejoined the meeting 20:12  
The board expressed its thanks to Kayla for work well done during the year.

## **10.0 Correspondence**

- 10.1 Letter from St. Mike’s requesting funding for Volley ball tournament – the request to be declined
- 10.2 Letter from the Town thanking the library for its continuing role in the community

Date of next meeting November 20<sup>th</sup> 19:00 at the Library

Meeting adjourned at 20:25 Gord