

**Minutes of a regular board meeting
Wednesday November 20th 19:00 at the Library**

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

1.0 Meeting called to order at 19:02 -

2.0 Approval of Agenda and minutes

Agenda – Motion to accept the agenda – Approved by vote

Minutes – 4.0 revise form to from, Revise Kayala to Kayla, 7.0 – 1.1 reviewed not revised

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

3.0 Business Arising - None

4.0 Financial Report

The payroll account is still calculated to be above the budget forecast, as expected. The utilities, gas and electric remain below the forecast.

Motion to accept the financial statements as presented – Tiare – approved by vote.

5.0 Manager's and Outreach Report

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

The noisy fan in the multi-purpose room has had some attention, it is now a lot quieter but some defects remain to be attended to. The inter-municipal library board Bridging agreement has been signed by the three municipalities. We will have to start working on the new agreement in 2025.

Samantha has been working on programs for 2025, other programs and events continue. Recording of generational stories continues and a further six have been recorded and processed.

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 talks and reviews continue
Friends of the Library	None

Debbie Reed 19:41

7.0 Policy manual revisions and reviews

Reserve Fund and procurement – reviewed with no change

Section 9.9 Cassandra – approved by vote. Section 9.10 Jonathan – approved by vote.

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

2.1.1 Conflict of interest – reviewed with no change Dave – approved by vote.

2.2 Trustee Orientation accepted as reviewed no changes Tiare approved by vote.

2.3 Continuing Education – Revised to include reference to CARLs website
Accept as revised Gord – Approved by vote

2.4 Honiara and Expenses – Accept as reviewed Jonathan – Approved by vote

2.5 Board Structures, Organization and Responsibilities –

One member from Cowley to be village resident or council member.

Appointments to be for a stated term. Accepted as revised Tiare approved by vote.

2.5.11 Staff Employment of a Board Member – remove before and substitute after.
Accept as revised – Cassandra – Approved by vote

8.0 New Business

Staff Christmas bonus agreed to be \$50

Election of officers – Call for nominations – the existing officers all agreeing to stand.
There being no other nominations...

Chair person – Sandra Baker, Vice chair Jonathan Clark, Financial officer Tiare Dewart,
Secretary Mike Barkwith. The above nominations all approved by vote.

Lease agreement between the Town of Pincher Creek and the library for the library space
within the recreation centre to be agreed and renewed. The proposed term is for 10 years
with an annual review. The agreement will be circulated for board comments.

9.0 Correspondence

10.1 Letter from the MD confirming the board appointment for the MD
representatives for a stated term.

Date of next meeting January (date to be confirmed) 19:00 at the Library

Meeting adjourned at 20:31 Tiare