

**Minutes of a regular board meeting
Wednesday January 15th 19:00 at the Library**

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

1.0 Meeting called to order at 19:00 -

2.0 Approval of Agenda and minutes

Agenda – Motion to accept the agenda – Approved by vote

Minutes – Debbie Reed arrived, 7.0 item 2.4 Honorarium for the trustees, and amend financial officer to treasurer.
Motion to accept the minutes as corrected – approved by vote.

Extra-ordinary meeting 10th December – Tiara misspelt.

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

3.0 Business Arising - None

4.0 Financial Report

The term deposit came due on boxing day and has been split into a GIC and the savings account. The payroll has, as expected, exceeded the forecast. The utilities however remain below the budget.

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. Book orders have been progressed. Some visitors from the USA borrowed skis. The storage of the skis is under discussion with Adam from the recreation office and other areas have been identified within the library. The news lease agreement has been received and circulated for board comments. The annual report is being prepared. Samantha has been working on programs for 2025, other programs and events continue.

6.0 Other reports

Town of Pincher Creek	Gym space lease is being surrendered.
MD of Pincher Creek	Work continue on budgets, it is election year 2025.
Village of Cowley	Little library remains very popular.
Carls	Mark Barber and Dave Cox continue as members
Friends of the Library	None

Building expansion. Mark Barber informed the board that the space currently leased by the fitness club is being surrendered. Following discussion about the use of this space by the library and its potential implication on the lease agreement it was agreed to open discussions with the Town to acquire the use of this space.
Motion to approach the Town for use of this space,
Motion by Mike – Approved by vote – Abstention Mark Barber

7.0 Policy manual revisions and reviews

- 2.5.2.1 Board Chairperson** Reviewed – Approved by vote
- 2.5.2.2 Board Vice-chairperson** Reviewed – Approved by vote
- 2.5.2.3 Secretary** Reviewed – Approved by vote
- 2.5.2.4 Treasurer** Delete “paid” – Approved by vote as revised

8.0 New Business

- 8.1** Approval of the budget for 2025. A motion – The Pincher Creek and District Public Library Board moves to approve the Pincher Creek and District Library’s budget of \$326,745 for the 2025 financial year. Motion by Mark Barber – Approved by vote
- 8.2** The starting salary for staff as defined by the grid has not been revised following some cost of living adjustments (COLA). Motion by Dave to revise the salary grid to reflect the changes – Approved by vote

9.0 Correspondence - None

Date of next meeting February 26th 19:00 at the Library

Meeting adjourned at 20:18 Jonathan

Minutes recorded by Mike Barkwith