

**Minutes of a regular board meeting  
Wednesday February 26th 2025 19:00 at the Library**

**Attendees** Sandra Baker (Chairman), Kayla Lorenzen (Library Manager), Tiare Dewart (by Zoom), Kassandra Chancey, Dave Cox, Mike Barkwith.

**Apologies** Mark Barber, Gord Tolton, Jonathan Clark, Debbie Reed

**1.0 Meeting called to order at 18:58 -**

**2.0 Approval of Agenda and minutes**

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

**Minutes** – Delete Kassandra from attendees, amend amount in section 8.1.  
Motion to accept the minutes as corrected – approved by vote.

**3.0 Business Arising** – Ski storage facilities and decision on hold.

**4.0 Financial Report**

One payroll period has passed in 2025. We have received the first of two instalments of our annual grants from the Town and MD of Pincher Creek.

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.

Samantha is scheduled to go to Bocket to do a story time.

**6.0 Other reports**

**Town of Pincher Creek** None

**MD of Pincher Creek** The new curling rink is an item of great interest.

**Village of Cowley** None

**Carls** None

**Friends of the Library** Book sale is 6<sup>th</sup> – 8<sup>th</sup> May in the Co-op Mall

**7.0 Policy manual revisions and reviews**

**2.5.3 Committees** To be revised to define the duties and responsibilities of each of the defined committees. Tabled awaiting revision - approved by vote.

**2.6.2 Schedule of records retention** This to be revised to include credit card records.  
Motion to accept the revision and table the review approved by vote.

**2.6.2.2 Employee Records** Policy reviewed and approved by vote.

## 8.0 New Business

**Annual Report.** A copy was circulated to all members in advance of the meeting.

There being no further comments the Annual report was approved by vote.

### **Easter operating hours,**

Kayla proposed that the library be closed Saturday in addition to the two statutory holidays this was agreed and approved by vote.

**Book Budget** – add an additional line on the budget “transfer to Carls”

**Library Expansion** The agreed dates for steps in the RFP. Proponent meeting March 4<sup>th</sup>, Inquiries and final addendum March 21, Closing date March 28<sup>th</sup>, Tentative Evaluation April 10<sup>th</sup>, Tentative agreement April 17<sup>th</sup>, commencement of work, as soon as practical, completion of work June 6<sup>th</sup>.

## 9.0 Correspondence -

Invitation to Kayla apply for a relevance award – this was considered well deserved by the board.

Date of next meeting April 16th 19:00 at the Library

Meeting adjourned at 20:36   Kassandra

Signed ..... Chair   Date .....

Minutes recorded by Mike Barkwith