

**Minutes of a regular board meeting
Wednesday April 16th 2025 19:00 at the Library**

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

1.0 Meeting called to order at 19:00 -

2.0 Approval of Agenda and minutes

Agenda – Add 7.5 Friends fund raising,
Motion to accept the agenda – Approved by vote

Minutes – Approval of minutes tabled for corrections.
Misspelt February, add line at end for chair signature, add year to date in heading, add item to transfer book budget to Carls,

Teh 3.0 Business Arising – Ski storage facilities and decision on hold. Awaiting decision on use of gym faculties following surrender of lease by current user.

4.0 Financial Report

Six payroll periods have elapsed and we are within the budget forecasts. The utilities however are above estimates. 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.
Kayla did a live interview from SEEDS café for CBC, The RFP was sent out to and we received two responses. The letter to the town indicating our interest in the space currently used as a gym has been sent.

6.0 Library Expansion

Two replies have been received from the RFP. These were both very close in price and services offered. Following evaluation by the building committee and feed back from board members it was recommended we accept the proposal from re-image architects. Following discussion it was agreed to request an additional proposal for outline engineering assessment of the areas of the recreation centre building being considered for the expansion.

Motion to accept the proposal from re-image and to request a proposal from re-image for an engineering assessment of the building. Motion approved by vote

6.0 Other reports

Town of Pincher Creek	None
MD of Pincher Creek	Coffee with the council, meetings continue
Village of Cowley	None
Carls	Year end report
Friends of the Library	Book sale is 7 th –9 th May in the Co-op Mall

7.0 Policy manual revisions and reviews

- 2.6.2.3 **Grant Applications** – accepted as reviewed - approved by vote.
- 2.5.3 T **Tabled**
- 2.6.2.4 **Board Records** last item add, any documents related to board business etc, approved by vote as amended motion by Dave.
- 2.6.2.5 **Patron records** – accepted as reviewed - approved by vote motion by Tiare.
- 2.6.2.6 **Donor Records** accepted as reviewed - approved by vote motion by Gord.
- 2.6.3 **Disposition of Library Records** accepted as reviewed - approved by vote motion by Kassandra.
- 2.6.4 **Storage of Library Records** accepted as reviewed - approved by vote motion by Mark.
- 3.1 **Library Materials** accepted as reviewed - approved by vote motion by Dave.

8.0 New Business

New sub-committee to consider the inter-municipal agreement and to meet any new and current legislative requirements, Sandra, Kayla, Tiare, and Gord. A draft copy to be considered by the board at its regular June meeting

Bank account, we need to change our account name at the credit union from the existing “Pincher Creek and District Municipal Library Board” to “Pincher Creek and District Public Library Board” Motion to accept the change by Tiare Dewart approved by vote

Peninsula Canada, Kayla had a meeting with a representative of the company. They assist small companies and organisations with human resources, health and safety. processes and advice. This is a subscription service with a recurring monthly charge. After discussion it was agreed to accept the information as provided but to decline the services offered.

Items donated for sale We have been offered a number of hand made items for sale, the proceeds being retained by the library. A motion to accept such items approved by vote motion by Mark

9.0 Correspondence -

SALC Award the library recently won an award for its services to seniors. This is a credit to our manager and the staff of the library. It is a monetary award and a small plaque.

Date of next meeting May 21st 19:00 at the Library

Meeting adjourned at 20:36 Tiare

Signed Chair Date

Minutes recorded by Mike Barkwith