

**Minutes of a regular board meeting
Wednesday May 21st 2025 19:00 at the Library**

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

1.0 Meeting called to order at 19:00 -

2.0 Approval of Agenda and minutes

Agenda – Add 7.4 – Board members Kassandra, 7.5 Library Programmes.
Motion to accept the Agenda as modified, Dave Cox – approved by vote

Minutes – Correction of minor typing errors, correction to Reimagine, add Jonathan Clarke to attendees,
Motion to accept minutes as amended Mark Barber – approved by vote

3.0 Business Arising – None

4.0 Financial Report – Tiare Dewart

Eight payroll periods have elapsed and we are over the budget forecasts. The utilities however are above estimates gas being 30% and electricity just above. The winter heating period is now over.
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.
At the trade show, there was an incident with a patron and one of our students, the patron was pestering the student in an inappropriate way. The students and staff have been counselled and advised on action to take if this reoccurs. The Town administration takes care of our payroll, we seem not to have a formal agreement with the Town for this so this is being investigated with a view to having an agreement. The letter to the Town expressing our interest in the gym space has been sent. An initial meeting has taken place with the architects Reimagine.

6.0 Library Expansion

The contract with Reimagine has been signed and the first meetings have taken place. Workshops and community engagements have taken place

7.0 Other reports

Town of Pincher Creek	Gym space – the lease will now not be taken up by the gym group. Discussion on the use of the space continue.
MD of Pincher Creek	None
Village of Cowley	None
Carls	Mark – meeting next week.
Friends of the Library	Book sale is was successful.

The use of the gym space was seen to be a key part of the library expansion and the board was most concerned that the Town was made aware of our plans for this space.

A motion to make an appointment to present our case at the next council meeting.
Motion by Mike – approved by vote Sandra – Mike and Kayla to attend.

8.0 Policy manual revisions and reviews

2.5.3 Committees – Tabled

3.2 Acquisitions – accepted as reviewed - approved by vote motion by Mark

3.2.1 Selection of Materials – accepted as reviewed - approved by vote motion by Jonathan Clark.

3.2.1.1 Standards and Criteria accepted as reviewed - approved by vote motion by Mark Barber.

3.2.1.2 Responsibility for Selection accepted as reviewed - approved by vote motion by Dave Cox

2.4 Honoraria – Tabled

9.0 New Business

9.1 Letter about the lease agreement with the Town – Tabled

9.2 Payroll agreement with the Town – we are to send the Town our agreed payroll scales. motion to send the Town our agreed payroll scales as amended. Tiare Dewart – approved by vote

9.3 Inter-municipal Agreement sent to the three councils for signature.

9.4 Kassandra Chancey – with regrets tendered her resignation. The board expressed their regrets at this and passed a vote of thanks for her service.

9.5 The library programming includes a “Pride” event, this in the past has led to some adverse comments. A motion to support and endorse the library programmes Mike Barkwith - approved by unanimous vote

10.0 Correspondence - None

Date of next meeting June 11th 19:00 at the Library

Meeting adjourned at 20:50 Jonathan

Signed Chair Date

Minutes recorded by Mike Barkwith