

**Minutes of a regular board meeting
Wednesday 30th July 2025 19:00 at the Library**

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

Apologies Debbie Reed, Jonathan Clark

1.0 Meeting called to order at 19:04

2.0 Approval of Agenda and minutes

Agenda – Add item 7.4 Telus Activation partnership,
Motion to accept the agenda as amended – Approved by vote

Minutes – Inter-municipal agreement approved by Cowley
Item 6.0 architects Re-imagine, misspelt
Motion to accept the minutes as corrected – Approved by vote

3.0 Business Arising – None

4.0 Financial Report –

The payroll remains above the budget forecast as does the utilities both gas and electric.
Motion to accept the financial report as presented, Motion by Tiare – Approved by vote

5.0 Manager's and Outreach Report

Kayla and the Outreach co-ordinator Samantha both submitted written reports.
The new payroll system, no further news. The Inter-municipal agreement minor changes to be discussed and agreed with the Town and MD. We have received all our Town, MD and Municipal grants. The 2026 budget will be presented to the joint council meeting in September.

June programming was a difficult month. The blanket exercise was cancelled due to inclement weather. It is planned to be run again in September. The library was asked to take over the organisation of Indigenous peoples day at short notice. Summer reading programmes are going well. A D&D competition is scheduled for July in partnership with the town.

6.0 Library Expansion

A letter from the Town Council asking for more information and further meetings. Further meetings will be scheduled for January, after the local elections with the newly elected council. The use of the existing gym space for the library expansion to be finalised by the Town. A Zoom meeting was held with Re-imagine to discuss internal layouts and designs.

7.0 Other reports

Town of Pincher Creek	Election for Town Council in October
MD of Pincher Creek	Elections for Council members in October.
Village of Cowley	None
Carls	Routine meetings continue.
Friends of the Library	Next book sale October

8.0 Policy manual revisions and reviews – None this meeting

9.0 New Business

9.1 Lease agreement To be sent to town for consideration

9.2 2026 Budget Motion by Gord accept the prepared budget, The approved budget will be presented to the joint council in September. Approved by vote

9.3 Copier Lease A new lease agreement with Zerox will be signed by Kayla

9.4 Telus Activation This is a service being provided by Telus to the local community. No library resources apart from space to set up would be needed. A motion by Mike to engage with Telus for trial period Approved by vote

10.0 Correspondence Letter from the Town confirming our budget presentation time and date

Date of next meeting September 17th 19:00 at the Library

Meeting adjourned at 20:15 Tiare

Signed Chair Date

Minutes recorded by Mike Barkwith