

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

Apologies Tony Bruder (MD), Debbie Reed,

1.0 Meeting called to order at 19:00

Approval of Agenda add item 8.1 Government Survey
Agenda as amended approved by vote

2.0 Approval of Minutes minor corrections
5.1 re-imagine, 7.3 all existing incumbents add “present” indicated their...
7.4 motion “by” Mark minutes as amended approved by vote

3.0 Business Arising from the minutes

Item 7.3 Letter received from Jonathan Clark tendering his resignation, this being his last meeting

4.0 Reports – Financials – Tiare

Some invoices from 2025 still to be assessed and paid. The electric utilities are over the budget estimates by approximately \$1300 but the gas is under by about \$1100. The Payroll is paid up to 24 out of a total of 26. The out-turn is estimated to be \$5500 over the budget forecast.

Motion by Tiare to accept the financial report as presented – Approved by vote

5.0 Other Reports

5.1 Library expansion – No further news

5.2 Board Chair - Joint Council presentation on the 17th. The annual Southern Alberta Library Conference SALC April 17th at the Lethbridge & District Exhibition Agri-food & Trade Centre; all board members are encouraged to attend.

5.3 Manager and Outreach – Kayla and Samantha submitted detailed written reports.

The inter-municipal agreement has been reviewed and accepted by Public Library Services Board. We now need to return to the Town, MD and Cowley for further discussion. We have a meeting with the Town to discuss the lease agreement. We have received resumés from prospective board members and the Town would like the board to review them and make recommendations. Kayla proposed closing the library for two days in March for a mandatory staff first aid course.

Outreach programmes continue. We have four speakers booked for February and March. Samantha continues to do external visits to Schools, the Piikani and Crestview Lodge. A news programme to record residents memories begins in January.

5.4 Town / MD and Cowley

- 5.4.1 **Town** – none
- 5.4.2 **MD** – none
- 5.4.3 **Cowley** – none
- 5.4.4 **Friends of the Library** - None

5.5 Carls Mark has been reappointed to finance board. An interesting statistic is that CARLS circulated 750K items last year,

6.0 Policy Manual

6.1 4.1 Library Buildings, usage for Non-Library Purposes

Reviewed, – Motion by Tiare to accept the review – Approved by vote

6.2 4.2 Library Hours

Reviewed and revised. The schedule of hours will vary over statutory holidays and other external circumstances. – motion by Jonathan to accept the review and revisions – Approved by vote

6.3 4.3.1 Use of of Public Access Computers and the internet

Reviewed – motion by Mark to accept the review – Approved by vote

6.4 4.3.2 Acceptable Use of Public Access Computers

Following discussions on public printing limits the review is tabled until the next meeting Motion by Gord to table the review – Approved by vote

7.0 New Business

7.1 Council Budget Decision

Motion by Mike to table further discussion until February meeting – Approved by vote

7.2 Closure of Library for staff training

Motion Gord to accept the agreed closure – Approved by vote

7.3 new Town appointees to the board

This mater being personnel related –
motion by Mike to go into camera 20:17 Approved by vote
Motion by Mike to come out of camera 20:22 Approved by vote
Board recommendations to be forwarded to the Town

7.4 Inter municipal Agreement

Motion by Tiare to forward the document to the three councils --Approved by vote

7.6 Request for Funds for HVAC upgrade.

A letter from the town recreation office requesting funds for an HVAC upgrade. It was considered that repairs and maintenance is cover by our lease agreement and should be declined.

8.0 Correspondence -

8.1 Letter about Government Survey

Kayla presented a letter about a government survey. This was received for information

9.0 Date of next meeting February 18th in the Library

Motion to adjourn Jonathan 20:20 Approved by vote

Signed Chair Date

Minutes recorded by Mike Barkwith