

Attendees Sandra Baker (Chairman), Kayla Lorenzen (Library Manager), Tiare Dewart, Mark Barber, Gord Tolton, Sara Hossain, Susan Knight, Tony Bruder, Mike Barkwith
Apologies Debbie Reed

1.0 Meeting called to order at 19:02

1.1 Approval of Agenda – approved by vote

2.0 Approval of Minutes – Date of Cowley Hall fundraiser is 2nd of May
Mark Minutes as amended approved by vote

3.0 Business Arising from the minutes none

4.0 Reports – Financials – Tiare

The profit and loss account and balance sheet were presented. The first of two instalments of the grants from the Town and MD received. The utilities, gas and electric remain with the budget forecasts.

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

5.0 Other Reports

5.1 Library expansion – No further news. We await further considerations from the Town. The barrier in the old gym space has been completed, providing a publicly accessible pool viewing area. The remaining space now being unused.

5.2 Board Chair - 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. April 22nd is the Town and MD volunteer appreciation supper.

5.3 Manager and Outreach – Kayla and Samantha submitted detailed written reports. The existing telephone system, provided by Telus is under review with the possibility of replacement with a VOIP based system. The existing TV screen in the meeting room will need replacing to meet new display needs and standards. The change over to paid printing is working well.

The lego and D&D clubs continue and are doing well. Winter speaker series continues. There are however problems with the technology used for the speakers. We have visited local schools and the Piikani daycare to share story time and crafts. We are at the trade show in PC April 24th-25th, and Comicon in May.

5.4 Town / MD, Cowley and Friends

5.4.1 Town – The town continues to discuss the proposed expansion to the library along with the library use of the redundant space previously in use as a gym.

5.4.2 MD – Coffee with the council program continues.

5.4.3 Cowley – Cowley hall is hosting a high tea fundraiser on May 2nd

5.4.4 Friends of the Library – Book sale first week in May.

5.5 Carls The audit recently carried out gave a good report. Discussions with Lethbridge over the per capita levy continue

6.0 Policy Manual review process

6.1 2.1 Trusteeship - Expectations

Reviewed – accept the review – approved by by vote

6.2 2.6.1 Retention of Library records – general statement

Reviewed Motion by Tony to accept the review– Approved by vote

6.3 5.2.2 New employees.

The text revised to include Access to information act (AITA) and the Protection of privacy act (POPA)

Motion by Mike to accept the revision – Approved by vote

6.4 5.2.3.1 Job descriptions – Library manager

Reviewed - Motion by Sara to accept the review – Approved by vote

6.5 7.2 Confidentiality and retention of Members Records

The text revised to include Access to information act (AITA) and the Protection of privacy act (POPA) c

Motion by Mark to accept the revision – Approved by vote

6.6 11.5 Appendix 5 – Code of Ethics Form

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

6.7 7.3 Protection of Privacy (This being a new policy)

Motion by Tony to adopt the new policy as presented – Approved by vote

6.8 11.6 Appendix 6 Informed Consent for Disclosure of Personal Information

Reviewed Motion by God to accept the review– Approved by vote

6.9 11.7 Appendix 7 Request to Correct Personal Information Form

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

6.10 7.4 Personal Information Bank (This being a new policy)

Motion by Susan to adopt the new policy as presented – Approved by vote

6.11 7.5 Privacy Management Program (This being a new policy)

Motion by Gord to adopt the new policy as presented – Approved by vote

6.12 10 Volunteers

Reviewed Motion by Sara to accept the review– Approved by vote

6.13 11.1 Appendix 1 Citezens Request for Reconsideration of Library Materials

Reviewed Motion by Gord to accept the review– Approved by vote

7.0 New Business

7.1 Library By-law Changes This needing three readings

Motion to accept the new by laws 1st reading Tony Approved by vote

Motion to accept the new by laws 2nd reading Sara Approved by vote

Motion to accept the new by laws 3rd reading Susan Approved by unanimous vote

7.2 Library space assessment

Tony Bruder provided a contact to assist us with this – Kayla will contact the person and make arrangements for a meeting.

8.0 Correspondence - None

9.0 Date of next meeting April 15th in the Library at 19:00

10.0 Motion to adjourn Gord 19:58 Approved by vote

Signed Chair Date

Minutes recorded by Mike Barkwith