

Town of High River Library Board
Meeting Minutes
January 16, 2024 at 7:00 pm

In attendance: Pat Shorrock, Mary Zazelenchuk, Monique Durette, Ruthanne Koyama, Cahina Yontz Alves, Charley Hepler, Laurette LaPlante, Mai-Ann Sprung, Anita van Rootselaar

Regrets: Jenny Jones, Karen Orser

Guests: Richard Harrison

1. Call to Order: Pat Shorrock called to order at 6:59 p.m.

2. Welcome to Guest: Mr. Harrison will attend via Teams at 7:15 p.m.

3. Approval of Agenda: Charley Hepler moved to accept agenda

4. Discussion of motions at December 12, 2023 meeting for minutes: minutes lost due to technical issues, agreed to use notes and fill in names for motions as required.

5. Approval of minutes of December 12, 2023 meeting: Charley Hepler moved to accept minutes.

6. Standing Committees (reports)*

6.1 Finance and Planning Committee: will finish up policy soon, will plan for a virtual meeting, hopefully next week.

6.2 Human Resources and Administration Committee: will meet on January 26 at 6:30 p.m.

6.3 Marigold Board Meeting Report: Nothing to report, Marigold Board Meeting will be on January 27th, 2024.

7. Ad Hoc and External Reports

7.1 No external reports

8. Librarian's Report

8.1 Report:

- a. Year end finances and fourth quarter payroll still need to be completed, but seem to be in good shape.
- b. Preview of Year End Report: Programming numbers are high, circulation numbers are high, both have improved over last year, afternoons for adults and drop ins for teens and tweens have had great attendance. Year in review will be sent out once it's prepared so we have time to review before the next meeting. Almost doubled volunteers, static collection size, fewer interlibrary loans
- c. Grant applications – applying for an intern to help set up a physical makerspace. Also
- d. The library is hiring for a casual position.
- e. The Town of High River has deposited funding to the library's account as per the Fee for Service Agreement.

- f. The library is hoping to avoid paying for a room booking service as the larger library system is looking at bringing a universal booking system to the website
- g. The library is looking for a bookkeeper to contract out to for a period of 2 or more years.

9. Old Business: None

10. New Business

10.1 In camera discussion:

- a. Monique Durette motioned to go in camera.
Seconded by Mai-Ann Sprung.
- b. Monique Durette moved to exit in camera.
Seconded by Charley Hepler.
- c. Monique Durette moved to remove \$40,200 from the library reserves for human resources purposes. Charley Hepler seconded. All in favour, motion carried

10.2 Reserves policy: reserves policy is still in the works, to be completed by the Finance and Planning committee and reviewed at the February meeting.

11. Correspondence: Christmas card from the Minister of Municipal Affairs.

12. Adjournment: Cahina Yontz Alves moved to adjourn at 8:17 p.m.

Next meeting – February 20, 2024 – 7:00 pm

Submitted by Anita van Rootselaar

Pat Shorrock - Chair