

Town of High River Library Board
Minutes
February 15, 2022 at 7 pm
Zoom Meeting

In attendance: Jim Graham, Mary Zazelenchuk, Pat Shorrocks, Natacha Gougeon, Holly Ottewell, Lynne Thornton, Jenny Jones, Laura Byers

1. Call to Order: Pat called the meeting to order at 7:02

2. Approval of Agenda: Jenny moves to approve amended agenda, Laura 2nd

3. Approval of minutes of January 18, 2022 meeting: Jenny moves to approve amended minutes, Jim 2nd

4. Standing Committees (reports)*

4.1 Finance and Planning Committee

- Nothing to report, meeting the first week of March to discuss digital sign, how to use reserves, and maturing GICs

4.2 Human Resources and Administration Committee

- Nothing to report, no meeting

4.3 Marigold Board Meeting Report

- Formal Report Submitted

5. Ad Hoc and external Reports

5.1 Town of High River

- Council meeting to approve budget for this year
- Survey released about NW bridge being installed

5.2 Friends - Lynne

- Nothing to report, AGM in April

6. Librarian's Report

6.1 Report

- Formal Report Submitted

7. Old Business

7.1 Welcome package to new Council

- Brochure is almost done, just have to add new annual report information, images, and make edits

8. New Business

8.1 Annual Report - Holly moves to approve the Annual Report, Jenny 2nd. Carried.

- Report is attached to meeting package
- Figures reflect the months of closures
- Highlights:
 - Increase in programming attendance, great increase on library usage, however in-person visits are low
 - Interlibrary loans have been busy over the last year
 - First summer of book bike and improved patio
- Report summary will be available in the coming weeks

8.2 Reserves - Jim moves to invest the restricted funds in a cashable GIC with RBC, Natcha 2nd, Carried.

- Jim will investigate endowment funds and report back
- Decision for project GIC will be upcoming and be discussed at later date

8.3 Digital Sign

- Finance & Planning Committee to meet the first week of March to discuss

8.4 Interview for new board members

- 2 interviews scheduled for February 18th, Pat will attend

8.5 Marigold Library System Conference - Holly moves to close the library, Laura 2nd. Carried.

- Request for library to be closed May 11th in order for all staff to be able to attend the conference and take part in professional development opportunities
- Board members are also welcome to attend

9. Correspondence - No new correspondence.

10. Adjournment: Lynn moves to adjourn at 7:55pm

Next meeting – March 15, 2022 7pm (In person)

Pat Shorrock - Chair

Submitted by Holly Ottewell