

**Town of High River Library Board**  
**Minutes**  
**November 16, 2021 at 7 pm**  
**High River Library Centre Room (call-in option available)**

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

**1. Call to Order:** Chair – Jim Graham called the meeting to order at 7:04pm

- Introductions made to introduce everyone to new member Jenny Jones

**2. Approval of Agenda:** Lynne moved to accept the revised agenda, 2nd Pat - Carried.

**3. Approval of minutes of October 19, 2021 meeting:** Lynne moved the minutes of the October meeting be approved as circulated, 2nd Pat – Carried.

**4. Standing Committees (reports)\***

**4.1 Finance and Planning Committee**

- Nothing to report, no meeting occurred.

**4.2 Human Resources and Administration Committee**

- Will be discussed in New Business 8.2

**4.3 Marigold Board Meeting Report**

- Upcoming meeting Saturday, Zoom meetings are still going. Grand opening is still planned for the new headquarters. Lynne's next report to come next month.

**5. Ad Hoc and external Reports**

**5.1 Town of High River**

- Jenny will begin taking notes on the town's happenings to update the board.
- Strategic planning meetings occurring.
- New members have been attending various learning sessions.

**5.2 Friends - Lynne**

- Still waiting on funds from Casino fundraiser August 2021
- Will be doing the next book sale the 10th and 11th of December. Set up starts on the 9th. Seeking volunteers.

**6. Financial Statement**

**6.1 Report**

- Still have funding to come for the year of 2021.
- Looking good for upcoming end of year.

## **7. Librarian's Report**

### **7.1 Report**

- Formal Report Submitted

## **8. Old Business**

### **8.1 Welcome package to new Council**

- Holly is still waiting for a couple bios, thank you to everyone who has sent one over. Plan still a go for early 2022.

## **9. New Business**

### **9.1 Appointments to Executive and Committees**

- Jim is stepping down as chair after 8 years, but would like to remain on the board (Jim and Pat have been reappointed).
- We thank Jim for his time and appreciate all of the hard work he has done over the past 8 years.
- Lynne nominates Pat to take over as chair, carried. Pat accepts the nomination.
- Jim nominates Holly for secretary permanently, carried. Holly accepts the nomination.
- Lynne nominates Jim for treasurer, carried. Jim accepts the nomination.
- Lynne nominates Natacha to vice chair, carried. Natacha accepts the nomination.
- Also still looking for three more members - Jenny will brainstorm ways to bring in new members.
- Appointments of committees: Human Resources and Administration - Natacha, Holly, Lynne. Finance and Planning: Jim, Jenny, Laura.
- Holly moves to accept all position appointments as decided, carried.

### **9.2 Electronic vote**

- Vaccination Policy was revised and voted on electronically by the HR committee.
- Review of the electronic email vote bylaw - Motion will be redone for clarification and to make sure that bylaws are adhered to.
- Jim moves Vaccination Policy be approved, carried with one opposed.

### **9.3 Promotional Item by Lynne**

- Lynne has been brainstorming how to find new board members.
- Decals at Colossi's on the hot cup sleeves offer a promotional opportunity to purchase a box of 1000 sleeves for \$60.00 that we can design a sticker for to get distributed over a few weeks in rotation with other local pr initiatives.
- Lynne moves to purchase sleeves and use funds for materials for up to \$100 to promote board member recruitment. Lynn will coordinate. Carried.

## **10. Correspondence - No new correspondence.**

## **11. Adjournment:** Adjourned by Pat 8:20pm

**Next meeting – December 21, 2021 - 7 pm**

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Jim Graham - Chair

Submitted by Holly Ottewell