

MINUTES

In attendance: Earl Hemmaway, Ashley Tebbutt, Donna Meister, Jennifer Cooper, Kendall Schille, Kelsey Hipkin, Jay Sawatzky

Regrets: Brad

1: CALL TO ORDER: 5:05 pm

2: APPROVAL OF AGENDA – Move Earl, Second Jen

3: APPROVAL OF MINUTES

3.1 Regular Meeting Minutes from November 19, 2024 – Move Kelsey, Second Kendall

4: CORRESPONDENCE

4.1 Town of Claresholm advising of Kendall's reappointment to the Board

5: FINANCIAL

5.1 Financial report for end of December, 2024

Under budget for 2024

Yet to receive Gladstone donation

Motion to approve: Donna

Second: Jen

Passed

5.2 Overview of Library finances as of Dec. 31, 2024

Elite Savings account does not provide much interest so it was decided we would leave \$70,000 in the chequing account and \$15,000 in the Elite Savings account and move the remainder from both in to another 6plus6 term deposit account. It was also decided to let the current term deposits and annual business interest account roll over for another year when they come due.

Motion to move everything above \$70k to 6+6 then everything but \$15k from Elite into that same account and let the rest roll over – Earl

Kelsey seconds

6: REPORTS

6.1 Library Manager's report

112 people attended Christmas concert

Chinook Arch advised in 2025 they will bill us twice a year for VOIP service

Girl Guides did a tour, loved the sand box
Ordering new buttons for sand box
Jan. 9 fan repair – eventually a new one installed by Airtech
Jace with Town looking into an alarm system will cost compare if a good replacement for ADT
Windows 10 being replaced with 11
6.2 Chinook Arch December 5, 2024 Board Report
New board appointed
2025 operating budget approved
6.3 Librarians' Committee Meeting January 6, 2025
11 new regional programming kits
Training session for patrons with print disabilities
Funding issues with City of Lethbridge has been resolved – they will remain with Chinook Arch

7: NEW BUSINESS

7.1 Plan of Service review

Service response 1

Goal to increase comfort and safety in all areas of library

Objective 2 – increase social media presence – book club (started slowly, up to 10)

Service response 2

Community Resources and Services including events around town

Service response 3

Cultural Awareness

Welcoming new groups to town

Griselda crushing it with monthly displays

7.2 SALC – Registration for 2025 will be open soon and an email will be forwarded to board members at that time.

7.3: The Naloxone kits are going to expire in March of this year. We can get a kit from one of the local pharmacies. The needle kits are free and easy to use – just inject into a muscle in the shoulder or thigh. If we want a nasal spray kit they can be ordered in and will cost us around \$17 each.

The nasal spray takes the sharps out of the equation

Extra steps with the injectable

Motion to purchase two nasal spray kits – Kendall

Kelsey second

8: OLD BUSINESS:

8.1 Manager wage increase request (in-camera)

Earl H moves the board go in camera – 5:31

Earl H moves the board return from in camera – 5:39

Ashley motions Jay's salary increase to \$63k and staff receive a 3.5% increase for 2025

Kelsey seconds

Passed

Action – Jay will amend 2025 budget to reflect changes

9: ADJOURNMENT 5:42

Next meeting Tuesday February 18, 2025 at 5 pm