

## Meeting Minutes

In attendance: Brad Schlossberger, Donna Meister, Jen Cooper, Ashley Tebbutt (virtually), Jay Sawatzky  
Regrets: Kendall Schille, Kelsey Hipkin

Meeting chaired by vice chair Donna Meister

**1: CALL TO ORDER** – meeting called to order at 5.04 pm

**2: APPROVAL OF AGENDA** – Brad Schlossberger makes a motion to approve the agenda, seconded by Jen Cooper, all in favour, carried.

**3: APPROVAL OF MINUTES**

3.1 Regular Meeting Minutes from January 21, 2025 – Jen Cooper makes a motion to accept the minutes, seconded by Ashley Tebbutt, all in favour, carried.

**4: CORRESPONDENCE**

4.1 MD regarding MD council member sitting on Claresholm Library Board

4.2 PLSB re MD council member sitting on the Claresholm Library Board

– correspondence advising that the MD cannot appoint one of their councillors to the Library Board. The Town of Claresholm can ask the MD for a recommendation for a councillor whom the Town can then appoint to our Board.

**5: FINANCIAL**

5.1 Financial report for end of January 2025

5.2 a total of \$118,317.00 was moved from chequing and elite savings into

a term deposit on January 23, as per the decision made at January's board meeting.

– Ashley Tebbutt makes a motion to accept the Financial Statement, seconded by Jen Cooper, all in favour, carried.

**6: REPORTS**

6.1 Library Manager's report

– 118 people attended the Swiftie Party in January. There are courses on "Cell Phone Basics" at the end of Feb. The Library will host a "Bring Your Own Book Club" every second Wednesday of the month starting March 12.

**7: NEW BUSINESS**

7.1 Policy change required for MD councilor appointment to Library Board

- Brad Schlossberger makes a motion that we amend our policy to read:

**The Library Board shall consist of the following:**

- Six (6) to eight (8) members appointed by the Town Council of Claresholm. Two members of the Board shall represent the Municipal District of Willow Creek (#26) including one member from their council.
- At their annual organizational meeting the Town Council of Claresholm shall appoint a member or members to the Library Board. At this time they will request the Municipal District of Willow Creek (#26) to recommend an M.D. council member for the Town Council to appoint to the Library Board. (Board members will serve a three year term.)

Donna Meister seconds this motion, all in favour, carried.

*It was also noted that as the AGM is not until the fall that the Library Board Chair would write a letter to the Town Council asking them to contact the M.D. of Willow Creek and ask them for a councillor recommendation that the Town Council can then appoint to the Library Board.*

7.2: Annual Report for 2024, must be submitted to PLSB by Feb. 28

- Jen Cooper motions to approve the 2024 Annual Report, seconded by Ashley Tebbutt, all in favour, carried.

**8: OLD BUSINESS:**

8.1 Naloxone Kit - a replacement kit (containing two doses) was purchased from the Claresholm Pharmacy at a cost of \$\$91.

- manager Jay Sawatzky advises that due to the cost only one kit was purchased and that it does contain two doses. She also noted that if we use both doses the local Pharmacy can order in another kit which will arrive the following day. Donna Meister motions to approve this decision, seconded by Jen Cooper, all in favour, carried.

**9: ADJOURNMENT - 5: 16 pm.**

Next meeting Tuesday March 18, 2025