

Town of Claresholm Library Board Meeting  
September 16, 2025

## Meeting Minutes

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

Regrets: Earl Hemmaway, Brad Schlossberger

### 1: CALL TO ORDER: 5:10 pm

### 2: APPROVAL OF AGENDA

Ashley Motions to approve

Donna seconds

Passed

### 3: APPROVAL OF MINUTES

#### 3.1 Regular Meeting Minutes from June 17, 2025

Kendall motions to approve

Jen seconds

Passed

### 4: CORRESPONDENCE

4.1 from Jen Pringle at PLSB advising our Public Library Grant of \$30,168.00 had been deposited in our account.

4.2 from Stringam LLP advising Ellis Norgard's estate has been finalized. A cheque for \$58,041.58 was enclosed.

### 5: FINANCIAL

#### 5.1 Financial report for end of August 2025

Phone increased \$5 since June – Jay called and they're looking into it. Telus would cost even more.

When we had the door wave approval, credit card was the understanding – ended up doing etransfer and Jay will continue to pay that original debit back into the account and should regulate by January

Kelsey motions to accept Financials

Donna seconds

Passed

### 6: REPORTS

#### 6.1 Library Manager's Report

Very busy summer – lots of programs including Bluey Party, professional comic artist, Where's Otto

Friends of Library could be affected with their casino due to AGLC changes

Jay offered to sell VR equipment to Fort Macleod – with their board to vote

Jay purchased a little green machine

iSandbox had broken down but Jay troubleshooted with UK – was successful

## 6.2 Chinook Arch Library Board Report from August 7, 2025

### **7: NEW BUSINESS**

#### 7.1 Changes to Plan of Service Re MD of Ranchland

Kelsey moves Jay amend plan of service to include MD of Ranchland, MC of Willow Creek and all others who enter the library doors

Kendall seconds

Passed

7.2 FOIP Act (Freedom of Information and Privacy) has been repealed by the Government of Alberta and replaced with The Protection of Privacy Act (POPA) and The Access to Information Act (AITA). We are required to “develop a Privacy Management Program by June 30, 2026 which consists of documented policies and procedures that promote the public body’s compliance with their duties under the Act.” We will have to update our Security policy in regards to the Act and change the Library bylaws as well.

We are also required to create a Collection Notice which simply means that when we sign up new library patrons we have to tell them why we are collecting their information. We already have this in place as Lethbridge Public Library has already created a notice and is allowing other libraries within Chinook Arch to use their wording.

**ACTION Jay will bring research etc to next board meeting – will take some time to go through**

7.3 Jay proposes we not renew membership in the Alberta Library Trustees Association as there is no benefit to belonging and will save us \$200.00 a year.

Kelsey moves we discontinue our affiliation with the Alberta Library Trustees Association

Jen seconds

Passed

7.4 The AGLC has reviewed the Friends of the Claresholm Public Library Society’s qualifications for a casino and ruled that they can no longer just donate money to the Library which we then supply invoices for – they now must do direct purchasing and donate the purchase itself to the Library so we can no longer include Friends’ donations in our yearly budget.

7.5 Name change for agencies doing business with the Library, eg: the CRA, Servus Credit Union, etc. Currently our name is listed as the Claresholm Public Library with these agencies and needs to be changed to Town of Claresholm Library Board.

**ACTION Jay will report back on next steps**

**8: OLD BUSINESS:**

8.1 The touchless wave sensors have been installed, total cost: \$13058.85  
- \$11,111.10 paid to Northern Dock Systems (\$529.10 more than the quote of \$10582.00) and \$1947.75 paid to Josh Florence for the electrical work.

**9: ADJOURNMENT 5:36 pm**

Next meeting Tuesday October 21, 2025