

Town of Claresholm Library Board Regular Meeting
November 18th, 2025

MINUTES

In attendance: Brad Schlossberger, Jennifer Cooper, Donna Meister, Kelsey Hipkin and library manager Jay Sawatzky

1: CALL TO ORDER 5:26 pm

2: APPROVAL OF AGENDA

Kelsey approves

3: APPROVAL OF MINUTES

3.1 Regular Meeting Minutes from September 16, 2025

Jen approves

Kelsey seconds

Passed

4: CORRESPONDENCE

4.1: Ashley Tebbutt resignation letter

4.2 Town of Claresholm advises that Brad Schlossberger was reappointed as the Council representative on the Library Board with Councillor Kieth Carlson as the alternate.

4.3 MD of Willow Creek Library Board – just acknowledging Claresholm share was given to us.

5: FINANCIAL

5.1 Financial report for end of October 2025

Good reduction on telephone bill

\$58k in revenue above 2025 budget

Brad motions to approve financials as presented

Jen seconds

Passed

6: REPORTS

6.1 Library Manager's Report

iSandbox rolling along now that we've connected to ethernet

Rogers rate reduction

Town of Claresholm outdoor rink in Amundsen

Festival of Trees set up in Dec. 5 in time for Old Fashioned Christmas

Mini golf had a good turnout – lots of fun

7: NEW BUSINESS

7.1 Skate Library Lending Agreement – Coaldale did this – have a similar skate library. Jay amended for Claresholm – can't have anyone under 18 sign waiver

Donna makes a motion we include that someone 18+ - parent/guardian must sign for under 18 – “to be completed by the person using the skates and/or a guardian over the age of 18”

Kelsey seconds

Brad opposed

Waiver is per use – if a child/person wants to use the skates, it's a per use basis

Jay check with Kendall on inclusion of caregiver....tabling Donna's motion until Jay talks to Kendall (ACTION)

7.2 Staff Training Day November 28 – Jay wants to close the library for three hours

Brad motions we close the library for the first three hours on Nov. 28

Jen seconds

Passed

8: OLD BUSINESS:

8.1: Policy and Bylaw changes re Protection of Privacy Act – Ongoing – have until June 2026

8.2 Legal name of Library – Bank has agreed to change to Town of Claresholm Library Board per our request – Jay still hasn't heard from CRA

8.3 Plan of Service update – New furniture in zen area – Jay made a good purchase at IKEA – trying out some succulents

8.4 Wave sensor on women's washroom door – a patron moves too slowly for the sensor – it now catches itself (\$775) so no one will get stuck moving forward

9: ADJOURNMENT – 5:44 pm

Next Meeting Tuesday December 16th, 5 pm