

Town of Claresholm Library Board Regular Meeting
January 20, 2026

MINUTES

Town of Claresholm CAO Abe Tinney has asked to sit in on the meeting and speak to the Board members at some point.

In attendance: Brad Schlossberger, Earl Hemmaway, Jen Cooper, Donna Meister, Kendall Schille, Kelsey Hipkin, Library manager Jay Sawatzky, guest Abe Tinney

Regrets:

1: CALL TO ORDER – 5:07 pm

2: APPROVAL OF AGENDA – *Earl moves to approve – Jen seconds - passed*

3: APPROVAL OF MINUTES

3.1 Regular Meeting Minutes from November 18, 2025 – *Kelsey moves to approve – Brad seconds - Passed*

3.2 Special Meeting Minutes from December 6, 2025 – *Donna moves to approve – Brad seconds - Passed*

4: CORRESPONDENCE

None

5: FINANCIAL

5.1 Financial report for end of December 2025

- Year-end, we're \$61,712.46 over in revenue anticipated due to donations
- And overall, \$11,719.26 under budget in expenditures
- Printer company switched from monthly billing to quarterly – Jay has unsuccessfully been able to get a hold of the company to change it back
- The \$11k was for wave sensors on bathroom door
- *Kelsey motions to accept financials, Earl seconds - passed*

5.2 Draft Budget for 2026

- Software up because it continues to increase and new kids computer
- People not really using printers at home so more are utilizing the library
- 588 meeting rooms use in 2025
- Can't have any Friends money in our account anymore – we give them a wish list, they make the purchase and donate to the library
- Membership down a bit – seniors was adjusted to \$15 from \$20 in 2025
- Still waiting on the Irene Gladstone donation – Jay hasn't heard from executor in quite some time
- *Kendall motions we accept and approve budget drafted by Jay, Donna seconds - passed*

5.3 Term deposits up for renewal January 23 and February 3, 2026

- Two due in three days – others in March
- Suggestion to put the \$118k 6 plus 6 in for two years – put the \$40 into an 18 month, roll over the other two on the same terms - *motioned by Donna, Brad seconds - passed*
- Any repairs foreseen? Three of them are redeemable
- There's a fifth one - \$100+k locked in for five years
- Awaiting town funds, and money from J. Perrott fund

6: NEW BUSINESS

6.1 Use of rooms for political groups

- Separatists (APP) group wants to come twice a week for six hours for months – Jay has counter-offered every two weeks, the library is apolitical, we're funded by taxpayer money – would be sitting in the meeting room waiting for people to sign their petition
- The folks who want Alberta to remain, have used the rooms a couple times – twice for three hours
- Concerns of how the library will be perceived
- Can't say no to anyone because it's a public facility
- Can't discriminate, if it's available, it's available
- Currently the Library's regular groups re-up their bookings on a yearly basis
- You can't charge unless the group is making money – library doesn't take in much in room rental
- Has Jay discussed with other libraries on her network? **Jay check around, including with Robin in Lethbridge** – APP was happy with every second Wednesday
- There are rules in accordance to using the room that need to be signed but often disregarded – Jay can sit down and go through the rules
- Maybe they just use a small room if people are coming in and out – set some guidelines from the beginning
- Can't leave literature – has to be non-profit and helping others
- **Jay talk to fire chief about fire safety signage for numbers in the room**

6.2 Waiver for sporting equipment other than skates

- We haven't had waivers for other sporting items since having them in 2022
- **Abe recalls borrowing from Pincher – he's willing to look into it ACTION**
- Skate form could be easily adapted
- Clarify if you don't have a valid library card – using the sporting equipment card for the skates is an administrative library decision

7: OLD BUSINESS:

8.1: Skate Waiver re: use of Sporting Equipment card for checkouts

8.2 Pigeons

- They're baaack. Matthew continues to look and try and devise something to help.

8.3 Library Policy re POPA (Protection of Privacy Act)

- FOIP changed to POPA – updates made to our policy
- People phone and ask is so and so there? We have patrons with dementia, and their spouses call in and ask if they're there etc. Jennifer familiar in the north, they couldn't acknowledge to parents whether or not their kids were there. Jay can emphasize "I'm sorry I can't release that information, you'll have to come in"
- Parents can access children's records if they're under 13 – would need to be amended – DOB is given with library cards – **TABLED TO NEXT MEETING Kendall**

8.4 Abe Tinney – reaching out to board on Council's behalf – general appreciation for folks who put in their time and deliver services.

Open invitation to submit a report on what the group was up to again this year. Great coverage, great for interaction with council, wins/usage etc. good for them to know what's going on. Easier for them to make a connection with the group. Attendance goes a long way. 2025 in the next few months.

8: ADJOURNMENT – 6:02 pm

Next Meeting Tuesday February 17, 2026, 5 pm