

Town of Claresholm Library Board Regular Meeting
February 17, 2026

In attendance: Seth Wagner, Donna Meister, Jen Cooper, Kendall, Kelsey Hipkin

Also: Jay Sawatzky (Library Manager)

Regrets: Earl Hemmaway

1: CALL TO ORDER – 5:04 pm

2: APPROVAL OF AGENDA – *Donna first and Jen seconds - passed*

3: APPROVAL OF MINUTES – *Kelsey first and Kendall seconds - passed*

3.1 Regular Meeting Minutes from January 20, 2026

4: CORRESPONDENCE

4.1: Town of Claresholm re appointment of Seth Wagner to Board – welcome Seth!

4.2 Complaint re APP using Bill Simpson Room

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No local patron has complained, or said anything in person

Seth wonders if there is a similar instance we could relate this to?

Kendall explains how the separatist petition came to be from a law perspective

5: FINANCIAL

5.1 Financial report for end of January 2026

Town doesn't usually approve budget til spring, they give us the \$40k+ to last until then

John P fund has also been submitted

Insurance one payment per year

Jen motions to approve Financials, Donna seconds - passed

6: NEW BUSINESS

6.1 Approval of 2025 Annual Report

Will still reflect Brad as its for 2025, and Seth came on in 2026

What is items acquired vs withdrawn? Books/DVDs etc. Library weeds things yearly – to Little Free Libraries etc – determined by not being checked in within five years unless classics, local authours, Canadian etc.

Kendall makes motion to approve Annual Report, Kelsey seconds - Passed

6.2 Changes to Library Bylaws re POPA (Protection of Privacy Act)

- first reading and discussion/thoughts – as it pertains to bylaws – changing mentions of FOIP to POPA. Jay suggests making changes as presented in board package.

Has to go through three readings – three meetings = three readings and we have until June

Where can one access bylaws – in house, **but are they online? ACTION Jay**

6.3 Little Free Libraries

Jay will look into sharing where they are around town ACTION

7: OLD BUSINESS:

7.1 Library Policy re POPA (Protection of Privacy Act) *Jen approved current draft as is, Kelsey seconds - passed*

7.2 Other Libraries re APP

Jay reached out to other libraries ... some let APP on the sidewalk but not inside, signage is key as people have made complaints in some places that it appears the library is holding the event, not that the space is rented, CPL and its grounds cannot be used for the purpose of gathering signatures, Nanton has decided if approached they will say no.

We will continue to monitor as we go

Earl submitted a note – library funded by public funds, public has right to rent it

Action Seth will look into fire safety capacity for the main meeting room (Bill Simpson)

7.3 Letters from patrons – we'll know the line if it ever comes up, we'll know when we're there

8: ADJOURNMENT – 5:51 pm

Next Meeting Tuesday March 17, 2026, 5 pm