

Town of High River Library Board

Minutes

October 17, 2023

In attendance: Mary Zazelenchuk, Pat Shorrock, Jim Graham, Lynne Thornton, Mai-Ann Sprung, Monique Durette, Holly Ottewell, Charley Hepler.

Regrets: Karen Orser, Laura Byers, Jenny Jones

1. **Call to Order** – Pat Shorrock called the meeting to order at 7:03pm
2. **Approval of Agenda** – Monique moved to approve the agenda. Seconded by Charley.
3. **Approval of the minutes** – Lynne moved to accept the minutes of the September meetings.
4. **Standing Committees**
 - 4.1. Finance and Planning Committee – met, drafted, and submitted a draft budget for review
 - 4.1.1. Met with RBC regarding the Investment Policy to ensure alignment. Will present draft at November Board meeting.
 - 4.2. Human Resources and Administration Committee – met and worked on 3 policies (drafts submitted for review).
 - 4.3. Marigold Board Meeting – Lynne submitted her resignation from the Board, so we will need to recommend a new Marigold Board representative when new members have joined.
5. **Ad hoc and External Reports** – none
6. **Librarian's Report - Formal report submitted and attached**
 - 6.1. Interviews for new Board members are continuing (replacing Jim, Holly, Lynne, and Laura)
 - 6.2. Discussion about budgeting for a deficit when current operations reserves are not very strong.
 - 6.3. HR expenses may be incurred/charged over 2 years.
 - 6.4. Funds from the Friends of HR Library and from the United Way grant are the sources of the surplus in 2023 (when original budget showed ~\$15,000 deficit. The United Way grant should be allocated over 2 years (2023, and 2024).
 - 6.5. The following motions were made based on the draft documents presented during the meeting:
 - **Motion:** to approve the 2024 budget moved by Charley, seconded by Monique. **Carried.**
 - **Motion:** to approve the Hours of Operation policy, moved by Lynne, seconded by Charley. **Carried**
 - **Motion:** to approve the Loan of Materials policy, moved by Monique, seconded by Jim. **Carried.**
 - **Motion:** to approve the Planning Cycle policy, moved by Jim, seconded by Charley. **Carried.**
7. **Old Business** Town of High River Bylaw 4615/2023 – Board and Committee Bylaw (preparation and meeting) A meeting with THR CAO will be scheduled for some time in November.
 - 7.1.2. HR and Admin committee will meet prior to the THR meeting to discuss talking points and assemble details about cost to the THR if the High River Library were to depart the Marigold System and function as a “community” group, as per the THR’s new by-law.
8. **Correspondence** - Lynne Thornton’s resignation from the Board.
9. Jim moved to **adjourn meeting** @ 8:02 pm.