

Town of High River Library Board
Meeting Minutes
February 20, 2024 at 7:00 pm

In attendance: Pat Shorrock, Mary Zazelenchuk, Monique Durette, Ruthanne Koyama, Cahina Yontz Alves, Charley Hepler, Laurette LaPlante, Mai-Ann Sprung, Anita van Rootselaar

Regrets: Jenny Jones, Karen Orser

1. Call to Order: Pat Shorrock called to order at 7:00 p.m.

2. Approval of Agenda: Laurette LaPlante moved to add “In Camera” under New Business, change accepted.

3. Approval of minutes of January 16, 2024 meeting: Charley Hepler moved to accept minutes, Mai-Ann Sprung seconded.

4. Standing Committees (reports)*

4.1 Finance and Planning Committee: worked on reserves policy, to be discussed in New Business

4.2 Human Resources and Administration Committee: met to work on conflict of interest policy to be discussed in New Business, will set another meeting for more policy discussion

4.3 Marigold Board Meeting Report: Laurette shared an article from Calgary Herald on Freedom to Read Week, working on a toolkit to help libraries with advocating for more funds from the municipality, lots of information on TRACpac. Digital Literacy Course in Edmonton from June 10-11 to discuss digital literacy in the context of Alberta public libraries, changes to libraries may be incoming with changes to sex education curriculum in schools due to libraries in school.

5. Ad Hoc and External Reports

5.1 Marigold Schedules - Schedule C and Collections Budget, to be discussed in the Librarian’s report

6. Librarian’s Report

6.1 Report:

- a. Freedom to Read Week - there have been no title challenges to date, although there has been destruction, vandalization, or disappearance of children and youth books with LGBTQ content. More challenges are expected to come in 2024 following trends in the U.S. Limits to intellectual freedom are not always as blatant as challenges, can be as subtle as decreasing funding and limiting funds for collections.
- b. Settlement, language, and integration grant application has been completed and submitted, with the purpose of supporting and welcoming newly immigrated people in High River and increasing accessibility and awareness of the library’s services and other services in the community.

- c. The library has hired 2 casual staff and will continue to work on meeting bookkeeping needs.
- d. The Friends of the Library casino is coming up on August 8 and 9, and will be at ACE Casino.
- e. Schedule C notices have come out, the municipality levy has gone up for 2025 and 2026. Collections budget has gone out and the library received \$47,925.
- f. Midsize library meeting was held, with good content and valuable discussions about the needs of midsize/small libraries versus large libraries.
- g. Gap in volunteer management - a need for someone to manage orientation, criminal record checks, shelving tests, Laurette and Cahina have volunteered to assist with these tasks as needed.

7. Old Business: None

8. New Business:

8.1 Annual Report - Figures haven't changed significantly, have a library collection of 25,122, contributed \$2,000 to the Marigold for purchasing collection items, circulation was up above 116,000, over 5,700 card holders, around 98,000 wifi sessions, and program attendance of 9,668 which is significantly higher than the past. The free card program was very successful, and there were lots of other programs and outreach that increased the library's reach in High River.

Cahina Yontz Alves moved to accept the Annual Report, Charley Hepler seconded, all in favour, motion carried.

Monique will work on an infographic with the annual report information to assist with fundraising with businesses.

8.2 Reserves Policy - made to ensure that all funds in the reserves are accounted for and managed properly and are held for the necessary expenditures.

Ruthanne Koyama moved to accept policy, Mai-Ann Sprung seconded, all in favour, motion carried.

8.3 Conflict of Interest Policy - discussion of language used in the policy, and the goal for the policy to achieve its purpose while still remaining broad enough to allow the proper involvement of all board members.

Laurette LaPlante moved to accept policy, Ruthanne Koyama seconded, all in favour, motion carried.

8.4 In Camera Meeting

- a. Mai-Ann Sprung motioned to go in camera.
Seconded by Charley Hepler.
- b. Laurette LaPlante moved to exit in camera.
Seconded by Charley Hepler
- c. Charley Hepler moved to ask Mr. Richard Harrison for a legal review of the Fee for Service Agreement and the Community Facility Use Agreement held with the Town of High River.

Seconded by Mai-Ann Sprung

No discussion, all in favour, motion carried.

9. Correspondence: None

10. Adjournment: Monique Durette moved to adjourn at 9:16 p.m.

Next meeting – March 19, 2024 – 7:00 pm

Submitted by Anita van Rootselaar

Pat Shorrock - Chair