



Town of Tofield Library Board Minutes

5407-50 Street (Box 479), Tofield, AB, T0B 4J0

Telephone: (780) 662-3838 Fax: (780) 662-3929 E-mail: librarian@tofieldlibrary.ca

Date: February 15, 2022

Present: Interim Chair Jessie Morris; Members Harold Conquest Kevin Smook, Yvonne Allan, Zsuzsanna Hemperger

Present via Zoom: April L'Heureaux

Also present: Cindy Neufeld, Dan Hillyer

1. Call to Order

Interim Chair, Jessie Morris called the meeting to order at 7:06 pm.

2. Treaty Acknowledgement

3. Adoption of Agenda

Moved by Zsuzsanna Hemperger and seconded by April L'Hereaux to adopt the agenda as amended.

CARRIED

3.1. Additions:

- 4. Correspondence
- 7.21 NLLS Policy Review
- 9. Closed Session

4. Correspondence

4.1. T5 Statement received from the bank

5. **Minutes:** January 18, 2022

Moved by Kevin Smook and seconded by Harold Conquest to approve the minutes as presented.

CARRIED

6. Annual General Meeting

6.1. Election and Appointments

6.1.1. Nominations for Chair

Kevin Smook nominated Harold Conquest. Accepted. Harold Conquest is Chair.

6.1.2. Nominations for Vice Chair

Vision – Constantly strive to provide excellent public library services with access for all.

Mission – Tofield Municipal Library opens a gateway to knowledge, entertainment, and lifelong learning. It makes our community a better place to live.



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Yvonne nominated Kevin Smook. Accepted. Kevin Smook is Vice Chair.

7. Reports:

7.1. Librarian's Report - Jessie spoke to her report.

7.2. NLLS Report

7.2.1. NLLS Policy Review:

- 7.2.1.1. Whistle Blower – no comment
- 7.2.1.2. Board Honorariums – suggest using “Provincial Rate” in place of NLLS rate.
- 7.2.1.3. Policy Making – no comment (who is on current committee?)
- 7.2.1.4. Role of Board Chair – no comment
- 7.2.1.5. Internet and Computer Usage – no comment
- 7.2.1.6. Book Allotment - no comment
- 7.2.1.7. Environmental Policy – no comment
- 7.2.1.8. Nonparticipating Municipalities – no comment
- 7.2.1.9. Staff Network Usage – no comment

Action: Jessie will report back to the board on who is Tofield's new Zone 3 Rep.

7.3. Secondment Preliminary Report

7.4. Financials

- 7.4.1. ATB Financial Statement - show reconciliation with Sage in future financials.
- 7.4.2. Balance Sheet
- 7.4.3. Chequing Account Reconciliation
- 7.4.4. Comparative Income Statement

Moved by Kevin Smook and seconded by Zsuzsanna Hemperger to accept the reports.

CARRIED

8. Items for Discussion:

- 8.1. Hiring Committee
- 8.2. Policy Update Schedule

MOVED by Kevin Smook and seconded by Yvonne Allan to have manager, and trustee April, and Staff Member form Hiring Committee.

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Moved by Kevin Smook and seconded by Zsuzsanna Hemperger to have manager, trustee Yvonne, and Staff Member form Policy Update committee.

CARRIED

9. Closed Session

Moved by _____ and seconded by _____ to go into closed session at 8:30 pm

CARRIED

Moved by Kevin Smook and seconded by Zsuzsanna Hemperger to move out of closed session at 9:35 pm.

CARRIED

MOVED by Kevin Smook and seconded by Yvonne Allan to accept the upgraded pay grid presented tonight, effective March 1, 2022.

CARRIED

MOVED by Yvonne Allan and seconded by Zsuzsanna Hemperger to accept change to staff benefits and vacation accrued, effective March 1, 2022.

CARRIED

Action: Manager to please come to board with updated Budget for next meeting.

Action: Manager to provide press release to media.

10. Adjournment

Meeting adjourned at 9:48 pm.

CHAIRPERSON

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MANAGER

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