



# Tofield Municipal 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: May 12, 2022**

**Present:** Harold Conquest (Chair), Kevin Smook (Vice-Chair), Nicole Hillyer (Library Manager), Yvonne Allan, April L'Heureux, Sandy Brolly

**Guests:** Marcia Roughley

1. Meeting called to order at 7:02 pm.
2. Approval of agenda
  - 2.1 Additions or deletions
    - 2.1.1 Closed session added for Board Personnel.  
Sandy Brolly made a motion to approve the agenda as amended.  
Carried
3. Kevin Smook made a motion to approval of Tofield Municipal Library Minutes: April 19, 2022  
Carried
4. Correspondence:
  - 4.1 2021 Audit was received. Harold Conquest made a motion to table the approval of the audit until the June board meeting.  
Carried
5. Reports:
  - 5.1 Tofield Library Manager
  - 5.2 FinancialsKevin Smook made a motion to approve the Library Manager's and Financial Reports.  
Carried
6. Items for Discussion:
  - 6.1 Treaty Acknowledgement
    - 6.1.1 Choose a treaty acknowledgment  
Sandy Brolly made a motion that we use the following Treaty Acknowledgement:  
"We acknowledge that our library is located on Treaty 6 Territory. We express our gratitude to the First Nations, Metis, and Inuit peoples that protected these lands and their stories for generations. We honor them by sharing their stories."  
Carried
    - 6.1.2 Website
      - 6.1.2.1 Staff will add Equality resources to our website
    - 6.1.3 Alberta Cultural Days – Deadline for 2022 passed, we will apply for the grant in 2023. Staff will reach out to the Welcome Basket Committee and BRSD, Eric Jensen, to plan Aboriginal events for 2022.
  - 6.2 Approval of Annual Report
    - 6.2.1 Kevin Smook will update board dates for the Annual Report.
  - 6.3 Staff Meeting/Pizza
    - 6.3.1 If the staff meeting is within the budget, the manager does not need board approval.
  - 6.4 April L'Heureux made a motion to approve the library no longer charging any late Fees.

- Carried
- 6.5 Kevin Smook made a motion to approve the Implementation Plan set out for May – December 2022.
- Carried
- 6.6 Policy Approval
- 6.6.1 Sandy Brolly made a motion to approve the summer job description
- Carried
- 6.6.2 Sandy Brolly made a motion to replace the General Information policy with this approved policy.
- Carried
- 6.6.3 Working Alone
- 6.6.3.1 Requires editing for June meeting
- 6.6.4 Fees and Fines
- 6.6.4.1 Requires editing for June meeting
- 6.6.5 Kevin Smook made a motion to accept Mission statement/Objectives/Values as amended.
- Carried
- 6.6.6 Donations, Sponsorships and Fundraising
- 6.6.6.1 tabled at June meeting
- 6.7 Changing Library Hours
- 6.7.1 Adding Monday hours
- 6.7.1.1 The manager presented several options for changing hours. Will bring to June meeting more details on budget and staffing.
7. Sandy Brolly made a motion that we go into closed session at 8:48 pm - Carried  
Personnel  
Kevin Smook made a motion to leave closed session at 8:55 pm – Carried  
Motion made that the Town of Tofield Board accept Marcia Roughley as the newest board member by Sandy Brolly - Carried
8. Motion to Adjourn the meeting at 8:58 pm by Sandy Brolly - Carried

Approved by Library Board:

Date:

---

Nicole Hillyer, Library Manager

---

Harold Conquest, Library Board Chair