



# Tofield Municipal Library Board Minutes

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

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**Date:** June 9, 2022

**Present:** Harold Conquest (Chair), Kevin Smook (Vice-Chair), Nicole Hillyer (Library Manager), Zsuzsanna Hemperger, Sandy Brolly, April Leureux

1. Call to order at 7:05 pm by Harold Conquest.
2. 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 honour them by sharing their stories.
3. Approval of agenda
  - 3.1 Additions or deletions
    - 3.1.1 Add Summer Meetings and Date in September
    - 3.1.2 Agenda approved by Sandy Brolly as amended.  
CARRIED
4. Approval of Tofield Municipal Library Minutes: May 12, 2022
  - 4.1 Motion to adopt the minutes as amended by adding a 'u' to honor to make it Canadian by Kevin Smook. CARRIED
5. Correspondence:
  - 5.1 No correspondence at this time.
6. Reports:
  - 6.1 Tofield Library Manager's report
    - 6.1.1 Motion made by Sandy Brolly to accept the report as presented. CARRIED
  - 6.2 Financials
    - 6.2.1 Motion by Zsuzsanna Hemperger to accept financials as presented. CARRIED
7. Items for Discussion:
  - 7.1 Audit
    - 7.1.1 Motion to accept the auditor's report as accepted by Zsuzsanna Hemperger CARRIED
  - 7.2 Conference Takeaways
    - 7.2.1 Harold Conquest shared at NLLS Board Meeting individual checklist.
    - 7.2.2 Nicole shared pilot emotional resilience program being done at University of Alberta. We have reached out and if we chose, we can be part of the program. More details to come.
  - 7.3 PLSB Concerns
    - 7.3.1 Make a motion that Sandy be appointed from April 2022 to October 2024 by Harold Conquest. CARRIED.
    - 7.3.2 Make a motion that Marcia be appointed from April 2022 to October 2024 by Harold Conquest. CARRIED
    - 7.3.3 Make a motion to amend Kevin Smook's term as October by Harold Conquest CARRIED
    - 7.3.4 Board discussed that according to the Municipal Council's 'Roles and Responsibilities' alternates are not allowed on the Municipal Library Board. Harold Conquest moved that Larry Tiedemann no longer serve as alternate. CARRIED
  - 7.4 Policy Approval Plan

- 7.4.1 Library Manager will send out a copy to the board after she gets them back from Alliah at NLLS. We will look through them and decide in September if we want to have a special meeting and go through them all at once, or space it out over a few months.
- 7.5 Friends of the Library
  - 7.5.1 Move that Library Manager investigate a friends of the library committee with NLLS and other libraries our size by Kevin Smook. CARRIED
- 7.6 Extend hours on August 12<sup>th</sup> for Promenade to 9 pm
  - 7.6.1 Move that the library be open till 9pm on Friday August 12 by Kevin Smook CARRIED
- 7.7 Manager Probation
  - 7.7.1 Kevin Smook moved that in September meeting a closed session to discuss Nicole Hillyer, how she is doing in her role and her future with the library. CARRIED
- 7.8 Continuing Education for Staff
  - 7.8.1 Kevin Smook moved that the Library Manager put together a budget and detailed plan for consideration at the next meeting. CARRIED
- 7.9 Meeting Schedule
  - 7.9.1 Move that our next meeting be on September 15<sup>th</sup> at 7 pm by Kevin Smook. CARRIED

8. Adjournment – Meeting adjourned at 9:04 pm by Sandy Brolly. CARRIED

**Next Meeting: \_\_\_\_\_ September 15 \_\_\_\_\_, 2022  
7:00 p.m.**

Approved by Library Board:  
Date:

\_\_\_\_\_  
Nicole Hillyer, Library Manager

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Harold Conquest, Library Board Chair