



# Tofield Municipal Library Board Minutes

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

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**Date: September 15, 2022**

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

1. Meeting called to order at 7:01pm 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 7.9 Culture Days, 7.10 Dolly Parton Imagination Library, 8 Closed Session, 9 Adjournment.
    - 3.1.2 Sandy Brolly moved that agenda be approved as amended. Carried
4. Approval of Tofield Municipal Library Minutes: June 9, 2022
  - 4.1.1 April L'Heureux was added as present in meeting.
  - 4.1.2 Kevin Smook moved that minutes be accepted as amended. Carried
5. Correspondence:
  - 5.1 James MacDonald is coming to the October Board Meeting
6. Reports:
  - 6.1 Tofield Library Manager
    - 6.1.1 Financial report removed from Library Manager's report and kept as its own report.
  - 6.2 Financials
    - 6.2.1 No financial report this month. Library Manager has made arrangements to repair issues in sage. Full report in October.
7. Items for Discussion:
  - 7.1 Policies
    - 7.1.1 Yvonne Allan has gone through policies and made notes. The Library Manager will make these changes. A printed copy of the policy manual will be available at the library. We will have a special policy board meeting in November.
  - 7.2 Hiring Assistant Librarian
    - 7.2.1 Assistant is related to the Library Manager. To avoid a conflict-of-interest Diane Potter and Emily Sjursen took over the role of interviewing and hiring our library assistant. Assistant was our second choice for the role, but the first choice was not available for the hours that we needed. Diane Potter will be Assistant's direct supervisor.
    - 7.2.2 Library Board supports the staff in this decision.
  - 7.3 Implementation plan for 2023

- 7.3.1 Each board member was given a copy of the implementation plan draft that the staff put together in a staff meeting. In December the board will add their ideas and make a motion to approve the implementation plan.
- 7.3.2 A strategic planning meeting to plan 2024-2027 Plan of Service will be held in 2023.
- 7.4 Budget for 2023
  - 7.4.1 October will be a budgeting meeting to plan the budget for 2023. It needs to be submitted by November 1 for approval from the Town and County.
- 7.5 Free cards for Students
  - 7.5.1 Library cards were free for students at Tofield School 2021-2022. The Library Board would like more information on continuing this arrangement. We have students that physically live in other library areas. The Library Manager will reach out to NLLS to see how this would affect registration. We will also reach out to Tofield Colony, Cornerstone Christian Academy, and CW Sears to see if there is interest there as well.
- 7.6 Provincial Day of Mourning
  - 7.6.1 September 19<sup>th</sup>
- 7.7 Day for Truth and Reconciliation
  - 7.7.1 September 30<sup>th</sup>
- 7.8 Firefighter during the day
  - 7.8.1 Town employees that are members of the fire department can attend calls during work hours. The library board approved the library manager to attend calls as well, if library and staff are taken care of.
- 7.9 Culture Days – Cancelled, due to lack of interest.
- 7.10 Dolly Parton Imagination Library
  - 7.10.1 Kevin Smook is on the Rotary Club in Camrose. He proposed that we begin this program here in Tofield. The Library Manager and Kevin will work together to research the project.
- 8. April L'Heureux moved to enter closed session at 8:59pm. Sandy Brolly moved that we leave closed session at 9:15pm.
- 9. Kervin Smook made a motion that we remove the probation status from Nicole Hillyer and welcome her as the full-time Library Manager. All in fav
- 10. Adjournment – Meeting Adjourned at 9:17pm by Sandy Brolly.

**Next Meeting: October 13, 2022 @ 7:00 p.m.**

**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.

Approved by Library Board:

Date:

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Nicole Hillyer, Library Manager

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Harold Conquest, Library Board Chair