



Tofield Municipal Library Board Minutes

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

Telephone: (780) 662-3838 E-mail: nhillyer@tofieldlibrary.ca

In attendance- Kevin Smook (Vice-Chair), Nicole Hillyer (Library Manager), Larry Tiedemann (Town Council Representative), Sandy Brolly, Zsuzsanna Hemperger

Date: December 15, 2022

1. Meeting called to order at 7:05 pm by Kevin Smook
2. Treaty Acknowledgement read by Kevin Smook
 - 2.1 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. Additions or Deletions
 - 3.1 Added to 5.3
 - 3.1.1 GIC for ATB Sandy Brolly makes a motion that
 - 3.1.2 Budget
 - 3.1.3 5.2 changed to NLLS Representative
 - 3.2 Motion made by Larry Tiedemann to approve agenda with additions. Carried
4. Approval of Tofield Municipal Library Minutes: October 13, 2022
 - 4.1 Change Larry Tiedemann to Town representative rather than Zone rep
 - 4.2 Put board member's name. Zsuzsanna abstained from voting. (9:18 Zsuzsanna returned after (reword))Motion made to Approve October 13, 2022, minutes as amended by Sandy Brolly. Carried

Minutes approved with changes

5. Reports:
 - 5.1 Motion made to accept Tofield Library Manager report by Larry Tiedemann. Carried
 - 5.2 Motion made to accept Northern Lights Representative, Larry Tiedemann's report by Sandy Brolly. Carried
 - 5.3 Motion to accept the financial report by Zsuzsanna Hemperger. Carried
 - 5.3.1 Budget amendment to \$214, 866.63. Motion to approve amended budget by Larry Tiedemann. Seconded by Sandy Brolly. Carried
 - 5.3.2 Member Sandy Brolly makes a motion that the Tofield Municipal Board renew GIC account until December 20, 2023, Seconded by Zsuzsanna Hemperger. Carried
6. Items for Discussion:
 - 6.1 Dolly Parton Imagination Library Plan
 - 6.1.1 Motion made by Kevin Smook to express our intent to participate in the Dolly Parton Imagination program as sponsorship is secured. Carried
 - 6.2 Hosting Executive Meeting – August 11^h
 - 6.3 Manager Request for Formal Education (Nicole stepped out at 8:20)
 - 6.4 LT moved closed session
 - 6.5 Personnel
 - 6.6 8:37 LT motion to come out of closed session at 8:43
 - 6.6.1 Nicole rejoined meeting
 - 6.6.2 Motion made for manager to return with research on diploma of Library Sciences by Kevin Smook

- 6.7 Motion to bring policies to the next meeting with clarifications as directed by Kevin Smook. Seconded by Zsuzsanna Hemperger. Carried
- 6.8 Larry Tiedemann makes a motion that we review our bylaws as well. Seconded by Sandy Brolly. Carried
- 6.9 Christmas Hours Motion made by Zsuzsanna Hemperger to accept Christmas Hours as presented. Carried
 - 6.9.1 December 23rd – open 10am – 2pm
 - 6.9.2 Closed December 24th
 - 6.9.3 December 26 – STAT
 - 6.9.4 December 27 – STAT in Lieu of Dec 25th
 - 6.9.5 Closed December 31st
 - 6.9.6 January 2 STAT in Lieu of January 1st
- 6.10 Dates for 2023 Board Meetings
 - 6.10.1 Motion made by Sandy Brolly to approve monthly meeting dates as proposed. Carried
7. Closed Session – Personnel
 - 7.1 Motion to enter closed session 9:06 by Zsuzsanna Hemperger for Personnel
 - 7.2 Motion to come out of closed session at 9:10 by Sandy Brolly
 - 7.3 Motion made by Zsuzsanna Hemperger to buy gift certificates for \$100 for Full time staff members and \$50 for part time staff members. Seconded by Sandy Brolly.
8. Meeting adjournment at 9:10.

Next Meeting: ___January 12th ___, 2023 @ 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.
