



Tofield Municipal Library Board Minutes

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

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In Attendance: Kevin Smook (Chair), Larry L. Tiedemann (Vice-Chair), Nicole Hillyer (Library Manager),
April L'Heureux, Sandy Brolly, Zsuzsanna Hemperger

Date: April 4, 2023

1. Meeting called to order at 6:42 pm.
2. Treaty Acknowledgement read by Trustee 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. Trustee Brolly moved to approve the agenda. Carried
4. Approval of Tofield Municipal Library Minutes: March 16, 2023.
 - 4.1 Amendment 'Next meeting April 11, 2023' changed to 'Next meeting April 4, 2023.'
 - 4.2 Motion by Trustee Tiedemann to accept the minutes as amended. Carried.
5. Correspondence: None at this time.
6. Reports:
 - 6.1 Northern Lights Executive. Motion by Trustee Hemperger to accept the report as presented by Trustee Tiedemann. Carried
 - 6.2 Tofield Library Manager. Motion by Trustee Brolly to accept the report as presented. Carried
 - 6.3 Financials – Update to come at meeting May 11th.
7. Items for Discussion:

Initial Here:

- 7.1 Emergency Plan – Motion by Trustee Smook that administration ask the Town of Tofield for a copy of their emergency plan for the town office building to be brought forward to a future library board meeting. Carried
- 7.2 Bylaws - to be discussed at next meeting.
- 7.3 E-transfers – Motion made by Trustee L’Heureux to accept e-transfers. Carried.
- 7.4 Audit – Motion to accept auditors report by Trustee Tiedemann as presented. Carried.
- 7.5 Courses RFD - administration to take sage training, which is within operational budget.
- 7.6 Recruitment continues for board members.
- 7.7 Closed session – (Personnel)
 - 7.7.1 Motion by Trustee Hemperger to enter closed session for personnel and cake at 7:55 pm. Carried
 - 7.7.2 Motion by Trustee L’Heureux to come out of closed session at 8:36 pm. Carried.
- 7.8 Motion by Trustee L’Heureux that effected March 28, 2023, manager be moved to step 2 on the pay grid. Carried.

8. Adjournment called at 8:43pm by Trustee Smook.

**Next Meeting: _____ May 11 _____, 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.

Nicole Hillyer, Library Manager

Kevin Smook, Library Board Chair
