



# 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), Sandy Brolly, Yvonne Allan, Nicole Hillyer (library manager), and Jen Bosvik (guest)

## Date: May 11, 2023

1. Meeting called to order at 7:00 pm by Trustee Smook
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. Agenda approved as presented by Trustee Brolly. Carried.
4. Motion to approve Tofield Municipal Library Minutes from April 4, 2023, as presented by Trustee Tiedemann. Carried.
5. Motion made by Trustee Allan that on April 4, 2023, the library board completed an annual service review of the library manager, and a copy will be placed in the human resources file with the Town of Tofield.
6. Reports:
  - 6.1 Northern Lights report presented by Trustee Tiedemann.
    - 6.1.1 Motion made by Trustee Tiedemann to accept report as presented. Carried.
  - 6.2 Tofield Library Manager Report.
  - 6.3 Motion made by Trustee Brolly motioned to accept the library manager's report as presented. Carried.
  - 6.4 Financials
    - 6.4.1 March and April
      - 6.4.1.1 Motion made by Trustee Allan to accept financial reports as presented. Carried.
7. Items for Discussion:
  - 7.1 Audit
    - 7.1.1 Motion made by Trustee Brolly to authorize the library manager to apply for provincial library operating grant and confirms that library manager has signing authority. Carried.
    - 7.1.2 Motion made by Trustee Tiedemann that the items listed by the town on the direct deposit form have been included in our budget. Carried
  - 7.2 Dolly Parton Imagination Library
    - 7.2.1 Motion made by Trustee Allan that we cap the Dolly Parton Imagination Library enrollment to 50 participants from July 2023 -June 2024. Carried.

Initial Here:

- 7.2.2 Motion made by Trustee Smook that administration tracks the revenue and expenses of the Dolly Parton Imagination Library as line items in our budget with the surplus at year end transferred into a designated reserve. Carried.

7.3 Policies

- 7.3.1 Working Alone – library manager to make adjustments and bring to June meeting.

- 7.3.2 Emergency Plan

- 7.3.2.1 Motion made by Trustee Brolly to adopt the Town of Tofield Emergency Response Policy as the Library Emergency Response Policy. Carried

7.4 Plan of Service 2024-2027

- 7.4.1 Motion made by Trustee Allan to establish a community planning committee to assist in developing a plan of service for 2024-2027. Carried.

7.5 August 11 – Promenade Hours.

- 7.5.1 Motion made by Trustee Brolly to extend library hours on August 11 to 9pm. Carried.

7.6 Board Recruitment

- 7.6.1 Motion made by Trustee Allan that we recommend the appointment to the library board of Jen Bosvik to the Town of Tofield for the term ending October 2025. Carried.

8. Adjournment at 9:04pm

**Next Meeting:** \_\_\_\_\_ **June 8<sup>th</sup>** \_\_\_\_\_, **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.

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Nicole Hillyer, Library Manager

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Kevin Smook, Library Board Chair

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