



# Town of Tofield 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, Sydney Baxter, Library Manager, and Trustees – April L'Heureux, Sandy Brolly, Jen Bosvik and Yvonne Allan

**Date: October 12, 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. NLLS Report presented by Executive Director of Northern Lights Library System, James MacDonald.
4. 7.1.0 PLSB training in St Paul added to agenda. Trustee Brolly moved to approve the agenda with amendment. Carried
5. Trustee Bosvik moved to approve the Tofield Municipal Library Minutes of September 14, 2023. Carried
6. Reports:
  - 6.1 Northern Lights Report presented by Trustee Tiedemann. He moved to accept the report as presented. Carried
  - 6.2 Tofield Library Manager report presented by Sydney Baxter. Trustee Brolly moved to accept the report as presented. Carried.
  - 6.3 Financial report presented by Sydney Baxter. Trustee Tiedemann moved to accept the report as presented. Carried.
7. Items for Discussion:
  - 7.1 Motion made by trustee Tiedemann to approve the budget for 2024 as presented. Carried.
  - 7.2 Motion made by trustee Tiedemann to cancel the board meeting on November 9<sup>th</sup>. Carried.
    - 7.2.1 Motion made by trustee L'Heureux to close the library
      - 7.2.1.1 November 10<sup>th</sup> for the Stronger Together Conference for all staff to attend
      - 7.2.1.2 November 11<sup>th</sup> for Remembrance Day
      - 7.2.1.3 December 23-26<sup>th</sup> for Christmas. Carried.
  - 7.3 Plan of Service
  - 7.4 Stronger Together Conference – Board members are invited to attend. They need to register by October 27<sup>th</sup>.
  - 7.5 Reference Library
  - 7.6 Laptop

Initials:\_\_\_\_\_

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7.7 Sick leave policies

7.8 Closed session

7.8.1 Motion made by trustee L'Heureux to go into closed session at 8:52 pm. Carried.

7.8.2 Motion made by trustee Brolly to come out of closed session at 9:56 pm Carried.

7.8.2.1 Motion made by trustee L'Heureux for trustee Smook to follow up with legal representative on matters discussed in closed session. Carried.

7.8.2.2 Motion made by trustee Allan to accept sick leave policy as amended. Carried

7.8.2.3 Motion made by trustee Brolly to discuss vacation policy at the next meeting. Carried.

## 8. Adjournment

**Next Meeting:** \_\_\_\_\_ **December 14** \_\_\_\_\_, **2023 @ 6:30 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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Sydney Baxter, Library Manager

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Kevin Smook, Library Board Chair

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Initials: \_\_\_\_\_

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