



# Town of Tofield Library Board Minutes

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

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In attendance: Chair Kevin Smook, Vice-Chair Larry L. Tiedemann, Trustee Jen Bosvik, Trustee Szuzsanna Hemperger, Trustee Sandy Brolly, and Library Manager, Sydney Baxter

**Date: June 15, 2023**

1. Meeting called to order 7:02 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. Trustee Brolly moved to accept the agenda. Carried
4. Trustee Tiedemann made a motion accept the May 11, 2023; minutes as amended. Carried
  - 4.1 Amendment – 'Northern Lights Executive presented by' changed to 'Northern Lights report presented by'.
5. Trustee Hemperger made a motion to accept correspondence of 2023 Minister's Awards for Municipal & Public Library Excellence. Carried
6. Reports:
  - 6.1 Northern Lights Report presented by Trustee Tiedemann. Trustee Tiedemann made a motion to accept the report as presented. Carried.
  - 6.2 Tofield Library Manager presented by Nicole Hillyer. Trustee Hemperger made a motion to accept the report as presented. Carried.
  - 6.3 Financials presented by library manager. Trustee Brolly made a motion to accept the report as presented. Carried.
7. Items for Discussion:
  - 7.1 Trustee Hemperger made a motion to accept the working alone policy as presented. Carried.
  - 7.2 Trustee Hemperger made a motion to accept the plan of service action plan with amendments. Carried.
  - 7.3 Trustee Tiedemann made a motion to change summer hours in July and August to be open Tuesday to Friday, closed Saturdays, unless the library receives the Canada summer jobs grant. Carried.
  - 7.4 Closed session
    - 7.4.1 Trustee Hemperger made a motion to enter closed session at 7:56 pm. Carried.
    - 7.4.2 Trustee Bosvik made a motion to come out of closed session at 8:03 pm. Carried.
    - 7.4.3 Trustee Tiedemann made a motion to amend the contract with the library manager to read Sydney Baxter and forward it to the town. Carried.

Initials:

Initials:

- 7.4.4 Trustee Smook made a motion that signing authority be chair, Kevin Smook or vice-chair, Larry L. Tiedemann, and Library Manager, Sydney Baxter or Town of Tofield CFO, Cindy Neufeld. Carried.
- 7.5 Trustee Hemperger amended to hold the next meeting September 14<sup>th</sup> at 6 pm, with supper. Carried.
8. Trustee Smook made a motion to adjourn the meeting at 8:25 pm. Carried.

**Next Meeting:** \_\_\_\_\_ **September 14** \_\_\_\_\_, **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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Sydney Baxter, Library Manager

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Kevin Smook, Library Board Chair

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Initials:

Initials: