



Town of Tofield Library Board Minutes

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

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In Attendance: Kevin Smook, Larry L. Tiedemann, Yvonne Allan, April L'Heureux, Jen Bosvik, Zsuzsanna Hemperger, Candice Sallie, and Sydney Baxter

Date: February 8, 2024

1. The annual general meeting was called to order at 7:04 pm by Library Manager, Sydney Baxter.
2. Treaty Acknowledgement read by Sydney Baxter
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. Call for nominations for Board Chair. Kevin Smook was nominated by Trustee Allan.
Nomination accepted. Second call. Third call. Carried.
 - 3.1.1 The meeting was turned over to the board chair, Kevin Smook.
 - 3.1.1.1 Call for nominations for Vice Chair. Larry L. Tiedemann nominated by Trustee L'Heureux. Nomination accepted. Second call. Third call. Carried.
 - 3.1.1.2 Motion made by Trustee Tiedemann that all agreements or documents, cheques and other negotiable instruments made or executed on behalf of the Tofield Municipal Library be signed by the Chair or Vice Chair, and Library Manager, or Tofield's Chief Administrative Officer. Carried.
4. Motion made by Trustee Hemperger to approve the agenda with amendments (add 5.9. Closed Session – board recruitment). Carried.
5. Motion made by Trustee Bosvik to approve the minutes from January 16, 2024. Carried.
6. Correspondence:
AMSC (Board Insurance)
7. Reports:
 - 7.1.1 Northern Lights Report presented by Trustee Tiedemann. Motion made by Trustee Tiedemann to approve the report. Carried.
 - 7.1.2 Tofield Library Manager presented by Sydney Baxter. Motion made by Trustee L'Heureux to approve the report. Carried.
 - 7.1.3 Financial Report presented by Sydney Baxter. Motion made by Trustee Allan to approve the report. Carried.

8. Items for Discussion:

- 8.1.1 Motion made by Trustee Hemperger to accept the annual report as amended. Carried.
- 8.1.2 Motion made by Trustee Bosvik to accent 86 as the library occupancy load. Carried.
- 8.1.3 Motion made by Trustee L'Heureux to approve polices Lib-02-003, Lib-02-004, Lib-02-006 (as amended), Lib-06-001, and Lib-06-004. Carried.
- 8.1.4 Library manager to make amendments for March meeting the policies Lib-06-011, Lib-02-002, Lib-06-002, Lib-06-003.

9. Closed Session

Motion made by Trustee Hemperger to enter closed session at 8:58 pm. Carried.

Motion made by Trustee Tiedemann to exit closed session at 9:04 pm. Carried.

Motion made by Trustee Tiedemann to recommend that Candice Sallie be offered to the Town Council as a welcome addition to the Town of Tofield Library Board, term ending October 25, 2026. Carried.

10. Motion made by Trustee Bosvik to adjourn the meeting at 9:08 pm.

Next Meeting: March 14, 2024 @ 7:00 pm.

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.

Sydney Baxter, Library Manager

Kevin Smook, Library Board Chair
