



**PUBLIC LIBRARY**  
BLACKFALDS

Town of Blackfalds Library Board Minutes

DATE: January 6, 6:32 pm 2026

Attendees: Marina Appel, Glyn Evans, Richard Poole, Starr Sinclair, Nicole Rice, Brenda Dennis, Aaron Hoyte

Regrets: Vincent Wolfe, Ray Olfert, Peter Gomes

**Land Acknowledgment**

*In the spirit of Truth and Reconciliation, the Town of Blackfalds acknowledges that we are on Treaty 6 territory, the ancestral lands of Cree, Saulteaux (So-toe), Blackfoot, Métis, Dene (De-nay) and Nakota Sioux (Sue). We acknowledge all the many First Nations, Métis, Inuit, and non-status peoples whose footsteps have marked these lands since time immemorial.*

*We recognize the inherent relationships Indigenous communities have with this land and its creatures and commit to supporting reconciliation and healing. We honour the resilience, culture, and contributions of Indigenous peoples, past and present.*

*As we gather, we pledge to listen, learn, and take meaningful action toward a future based on mutual respect and understanding as we continue on our journey of truth and healing. We recognize that reconciliation is not a single act but a lifelong journey—one that requires accountability, humility, and the centering of Indigenous voices.*

- 1. Introduction of new Board Members: Marian Appel, Brenda Dennis, and Aaron Hoyte
- 2. Organizational Meeting:

Board Chair: Richard Poole nominated Glyn Evans as Board Chair. Glyn Evans accepted his nomination. C.U.

Vice-Chair: Richard Pool nominated Marina Appel as Vice Chair. Marina Appel accepted her nomination. C.U

Secretary: Richard Poole nominated Starr Sinclair as secretary. Starr Sinclair accepted her nomination. C.U.

Treasurer: Richard Poole volunteered as treasurer. C.U.

**Motion A1-26: Glyn Evans motioned to change bank signing authority from Glenda Browne to Richard Poole. C.U.**

- 3. Acceptance of Agenda items

**Motion A2-26: Marian Appel motioned to accept the agenda items. C.U.**

- 4. Acceptance of the Consented Agenda

**Motion A3-26: Richard Poole motioned to accept the consented agenda. C.U.**

- 2 Old Business

- 3 New Business

- 4.1 Acceptance of Income Statement, Budget Update & Direct Bill Payments for November 2025

**Motion A4-26: Starr Sinclair motioned to accept the income statement, budget update, and direct bill payments for November 2025. C.U.**

4.2 Acceptance of Ann Sifford's resignation from the Blackfalds Public Library Board-

**Motion A5-26: Richard Poole motioned to accept Ann Sifford's resignation from the Blackfalds Public Library Board. C.U.**

4.3 Policy Committee- We have lost one of our policy committee members and would like to see if anyone else would be willing to join the committee.

**Marina Appel volunteered to be on the Library Board's policy committee.**

4.4 Staff CPR training- All of the staff's CPR training has lapsed. In order to keep their training on track and organized, the Library Administrator has opted to have all staff (who need the training) to come to a locally led, 2 day CPR training session. This will enable staff to get their CPR training together, and will help the Library Administrator ensure that training is kept updated so that all staff will only need the single day training in the future. The Library Administrator asks that the board allow the library to be closed for two days on February 9<sup>th</sup> and 10<sup>th</sup> 2026 to facilitate our staff's First Aid Training.

**Motion A6-26: Starr Sinclair motioned hat the library closes February 9<sup>th</sup> and February 10<sup>th</sup> 2026 to facilitate CPR training for the Library staff. C.U.**

4.5 Winterfest- Blackfalds Winterfest falls on February 16,<sup>th</sup> Family Day. We have remained open for four hours for this event in the last two years as requested by the Town of Blackfalds. The Town has not contacted the Library Administrator about remaining open this year, but if we remain open we will need to see if staff will volunteer to work on that long holiday, and any volunteering staff (who normally work on the holiday) will be paid their normal wage plus 1.5 X their basic rate of pay for all additional hours worked as per the employee policy manual under "General Holidays". The Library Administrator asks for confirmation on whether or not the library will remain open on February 16, Family Day Holiday, from 12-4:00 pm.

**Motion A7-26: Marina Appel motioned that the library stay open this year on February 16<sup>th</sup>, 2026 from the hours of 12:00-3:00 pm during family day with consideration of visitor numbers as to whether the library will be open on this holiday next year. C.U.**

**Motion A8-26: Richard Pooled motioned that the question of new hire qualifications of first CPR be investigated and brought back to February's board meeting. C.U.**

4.6 Communication between Library Board and Library Administration/Staff- Now that we have our new members in place, this is a good time to review our channels of communication. According to best practices by the Alberta Library Trustees' Association, online, in-person, or telecommunications between the Library Board and Library Administrator should always come through the Library Board Chair. As such, the agenda and board package will be sent to the Board by the Library Board Chair and responses to these items can also be sent to the Library Board Chair, who can bring these responses to Library Administration if needed. On committees or sub-committees, communications between the Library Board and Library Administration can be made directly so long as these communications stay focused on the committees' topics. Library Board members are not permitted to give direction to any staff member regarding library work, and all communications from the Library Board to the Library Staff must be made through the Library Chair, who will bring those to the Library Administrator, and it is the Library Administrator's job to decide how those communications will be brought to the staff.

**Accepted as information.**

10. Round Table Discussion: Book exchange

11. Adjournment at 7:19 pm.

Next Board Meeting is Feb,3, 2026 at 6:30pm

Regrets: