

DATE: February 3rd, 6:30 pm 2025

Attendees: Marina Appel, Aaron Hoyte, Brenda Dennis, Glyn Evans, Richard Poole, Ray Olfert, Vincent Wolfe, Starr Sinclair, Peter Gomes, Nicole Rice

Regrets:

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. Acceptance of Agenda items

Starr Sinclair moved to accept agenda items. C.U.

2. Acceptance of the Consented Agenda

- 2.1 Minutes of the January 6th 2026 Board meeting
- 2.2 Administrator's update January 2026 –
- 2.3 Programmers' updates December 2026 –
- 2.4 Statistics for December 2026
- 2.5 Plan of Service –
- 2.6 Bylaw –
- 2.7 Emergency Planning

Brenda Dennis moved to accept the consented agenda. C.U.

3 Old Business

3.1 The Town of Blackfalds has indicated that there is no requirement for newly hired people to have their CPR accreditation done before hiring.
Chair moved to accept as information.

3.2 Website Update- The Library Administrator has completed the first page of the Library's webpage, however, PRL has informed us that the old website for PRL is up for renewal this year. Also, PRL has indicated that they do not provide any type of technical support for websites that are not their own. Therefore, the Library Administrator has paused website work and will wait and see what the new website looks like before proceeding.

Richard Poole move to accept as Information.

4 New Business

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

Vincent Wolfe motioned to accept 4.1 C.U.

4.2 Treasurer's Report:

Marina Appel motioned to accept as information.

4.3 Budget update- The Town of Blackfalds has informed the administrator that (for now), the interim allotment is the same as 2025: \$365, 850. The Town will discuss the overall budget with the council, and will ask that the Library receive \$373, 198. The Operational Grant from Lacombe County is set at \$29, 283.76 (this money has been received already). The Library holds \$71, 397.18 as surplus (this \$71,397.18 surplus is made up of money saved due to staffing changes, opting out of LAPP, and a \$30,000 surplus that was carried over from last year.)

The Library Administrator recommends that the library board uses \$23, 955 from the reserve to:

Create the organizational structure needed to promote a healthy library staff (this would require pay raises to those who will be promoted to 3 supervisory roles: Assistant Manager & Shift Leaders).

Increase the wages of the Library's lowest paid workers to compete with the increasing standard of living costs. Our staff are highly committed to providing the best services possible: they always offer more than 100% effort, and often take the lead on workplace activities (programming, decorating, planning, extra cleaning) outside of the scope of their positions. Such diligence, hard work, and excellence should be rewarded with competitive wages.

Ensure that the budget for library programming maintains its former levels.

The Library Administrator also recommends that the rest of the surplus (\$47, 442.18) be placed in the library's depleted library reserves, with half of that money being invested for a longer period of time (year long GIC) and the other half kept in a high interest savings account for accessibility in case of financial shortfalls or emergencies. These reserves would be separated in our books between the operating reserves, staff reserves, computer technology/equipment reserves, and audit reserves, although the money in the bank accounts would not reflect this separation. If the library board divides the \$47, 422. 18 into our four reserve accounts (Operating, Staff, Audit, and Computer Technology and Equipment), each reserve would have about \$11,860.54 dollars.

If council does give the library the requested increase of \$373 249.62, the unspent surplus from the added \$23,955.00 would be rolled into the reserve funds for 2027

Aaron Hoyte moved to accept as information with the direction that the library manager provide the new structure for the next meeting. C.U.

4.4 Bill payments- In order to optimize the Library's bill payments, the Library Administrator has looked into getting two person authorization through CAFT (the structure through which we pay our employees) so that the Library Administrator can take care of bills electronically rather than through checks, while maintaining our two signature authorization. **At the meeting, the Library Administrator informed the board that further investigation has revealed that doing this will not be worth the time or money required. Marina Appel Moved to accept as information.**

4.5 The Annual Report- The Library Administrator has completed the library's annual report. Upon the Board's review and consent, the report can be submitted to Alberta's Public Library Services. **Aaron Hoyte moved to accept with the understanding the contact information and Richard Poole's membership term end date be corrected. C.U.**

4.6 Policy- 4.2 Conditions under which Library Materials are Normally Lent. **Starr Sinclair motioned to accept 4.2 with changes for grammar (material to materials) and striking the last sentence from the second paragraph. C.U.**

6. Policies

- Next policy to be reviewed: Policy 4.4 Hours of Opening
Chair accepted as information.

10. Round Table Discussion

11. Adjournment

Next Board Meeting is March 3 2026 at 6:30pm

Regrets: