

DATE: October 7nd, 6:30 pm 2025

Attendees: Marina Appel, Edna Coulter, Glyn Evans, Richard Poole, Glenda Brown, Ray Olfert, Vincent Wolfe, Starr Sinclair, Ann Siford, Peter Gomes, Nicole Rice

Regrets:

## 1. Acceptance of Agenda items

## 2. Acceptance of the Consented Agenda

- 2.1 Minutes of the September 2025 meeting
- 2.2 Administrator's update for September 2025 –
- 2.3 Programmer's update for August 2025 –
- 2.4 Statistics for August 2025-

## 3 Old Business

3.1 Bookkeeper's Contract- In order to provide a bookkeeping contract that suits the needs of the library, the Library Administrator has taken a bookkeeping contract used by the Drayton Valley Library System and has edited it accordingly. The bookkeeper has looked at this contract and has agreed to sign if it is given board approval.

3.2 Library Administrator Contract- LAPP has been informed that the Library Board would like to opt out of the LAPP program. As requested, the Library Administrator's contract is provided for the Library Board to amend accordingly.

## 4 New Business

- 4.1 Acceptance of Income Statement, Budget Update & Direct Bill Payments for August 2025
- 4.2 Discussion about Library Administrator's Probationary Evaluation- In order to pass through the position's probation period, the Library Administrator is required to undergo a job evaluation by the board. This may require in an-camera discussion.
- 4.3 Joint Health & Safety Committee Report – The report from our Joint Health and Safety Committee outlines the components missing from the library's health and safety documentation.

## **5 Board Basics Workshops PLSB –**

**6. Policies-** Next policy to be forwarded to the policy committee will be the “Library Video Surveillance Policy”. We do not have this policy yet, but we do need it.

## **7. Plan of Service –**

**8. Bylaw –** Library Administrator has finished updating a previous in-progress library bylaw document.

## **9. Emergency Planning**

## **10. Round Table Discussion**

## **11. Adjournment**

Next Board Meeting is November 3<sup>rd</sup> 2025 at 6:30pm

**Regrets:**