

DATE: September 2nd, 6:30 pm 2025

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

Gomes, Nicole Rice

Regrets: Glyn Evans

## 1. Acceptance of Agenda items

## 2. Acceptance of the Consented Agenda

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

## 3 Old Business

3.1 Bookkeeper's Updated Invoice- Our bookkeeper had given us her last invoice; however, she has indicated that there was a typo on the total amount.

3.2 Bookkeeper's Contract- Enclosed is the proposed contract for our bookkeeper. This was created by the bookkeeper. Please note that the bookkeeper does NOT have a GST number as of now.

3.3 Shelving Update- Administrator has spoken with town of Blackfalds CAO about the issue with our shelves being stored in improper conditions. Blackfalds CAO has promised to look into any insurance coverage that we could use to replace these shelves if they do fall apart. I have asked Chris Loveday if he has any correspondence regarding the poor storage of shelves.

3.4 LAPP Update- Huw Bughtmann, Executive Director of pension policy and oversight has indicated that the whole library can leave LAPP if the library board allows it. There is no provision for just an single staff member to leave. He would like us to let him know if we are leaving by October as it has to be run by their board of directors. As we are planning on leaving, he indicated that we do not have to initiate the tri-annual review unless we stay in the LAPP plan. Getting out of LAPP will enable the board to give staff a 1% increase.

3.5 Programmers' comments on budget cuts: Our new programmer is confident she can still provide great programming with the cuts we have made for next year. Our senior programming staff member is sad about the cuts, has noted that the cuts will make things a little trickier, and also notes that there will be less programming as a result (in terms of parties with food), but she understands the necessity and is confident she can still provide good programming next year.

3.6 Investment Money (reserve funds)- After discussion with prior Administrator, the \$5,300 dollars in our reserve fund is available for more investment. Current Library Administrator is hesitant to lock in money at this time in case of shortfall for January 2026.

3.7 Historical Society Painting- The Town has agreed to put the mural up on the wall above library administrator's office. The artist has been paid.

#### 4 New Business

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

4.2 Treasurer's Report-

4.3 Review of Preliminary Budget (1% increase)- We did a quick review of the budget for next year. The town's Financial Service Manager informed me that the Town is prepared for the following figures: 2026 per capita rate \$32.37 x population 11,415= \$ 369,504.00. I have amended the budget with the treasurer to reflect the increase.

4.4 Review of Preliminary Budget 2026 (2% Increase)- As it stands now, we will be able to easily balance the budget with a 1% increase, mainly because the cost of LAPP has been cut. Library Administrator will provide 2 % budget increase as well for board's perusal.

4.5 GST on bottom of Budget- The Library Budget needs to indicate the GST refunds in order to receive our Library Operating Grant from the Alberta Government. It is included at the bottom so that it does not add or take away from our operating numbers.

4.6 Council Presentation Dates- The town's Financial Manager informed me that the dates for our presentation to council will be September 9, 15, 23. Library Administrator has chosen September 23<sup>rd</sup> to give more time to complete the presentation.

5. Board Basics Workshops PLSB –

6. Policies

- Next policy to be reviewed:

7. Plan of Service –

8. Bylaw –

9. Emergency Planning

- Review June 2025

10. Round Table Discussion

11. Adjournment

Next Board Meeting is October 7,2025, at 6:30pm

Regrets: