

Meeting Called to Order October 7th, 2025 6:29 pm

Attendees: Marina Appel, Edna Coulter, Glyn Evans, Richard Poole,

Glenda Brown, Ray Olfert, Vincent Wolfe, Starr Sinclair, Nicole Rice

Absent: Ann Siford

Regrets: Peter Gomes

## 1. Acceptance of Agenda items

**Motion L77-25 Starr Sinclair moved to accept agenda. C.U.**

## 2. Acceptance of the Consented Agenda

**Motion L78-25 Edna Coulter moved to accept consented agenda. C.U.**

## 2 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.

**Motion L79-25 Glenda Brown moved to accept the Bookkeeper's Contract as amended. C.U.**

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.

**Motion L80-25 Marina Appel moved to update the library administrator's contract and strike out the information stating that the library administrator will enroll in LAPP, and note that LAPP will not be an option for future hires in the library administrator position. C.U.**

## 3 New Business

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

**Motion L81-25 Starr Sinclair moved to accept the income statement, budget update, and direct bill payments for August 2025. C.U.**

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.

**Motion L82-25 Richard Poole moved to enter into an in-camera discussion at 6:43 pm.**

**Motion L83-25 Starr Sinclair moved to exit out of the in-camera discussion at 6:53 pm.**

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.

**Accepted as information.**

## **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.

**Accepted as information.**

## **7. Plan of Service –**

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

**Accepted as information.**

## **9. Emergency Planning**

## **10. Round Table Discussion**

## **11. Adjournment: Meeting adjourned at 7:09 pm.**

Next Board Meeting is November 4<sup>rd</sup> 2025 at 6:30pm