

Agenda item 2.1: Minutes of the September 2025 Meeting  
Town of Blackfalds Library Board  
Board Minutes

DATE: September 2nd, 6:32 pm 2025

Attendees: Marina Appel, Richard Poole, Glenda Brown, Ray Olfert, Vincent Wolfe, Peter Gomes,  
Nicole Rice

Regrets: Glyn Evans, Edna Coulter,  
Online: Ann Siford, Starr Sinclair

**1. Acceptance of Agenda items**

**Motion L68-25 Richard Poole moved to accept agenda. C.U.**

**2. Acceptance of the Consented Agenda**

**Motion L69-25 Marina Appel moved to accept the consented agenda. C.U.**

**2 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.

**Motion L70-25 Richard Poole moved to accept as presented.**

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.

**Motion L71-25 Richard Poole moved that the contract go back to contractor for discussion on the points made during the library board meeting. The board asked for more definitions in contract and more solid figures. C.U.**

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.

**Motion L72-25 Richard Poole Moved that the Library Administrator bring this item back to a future meeting once gathering more information. C.U.**

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.

**Motion L73-25 Marina Appel moved to proceed as presented by removing the LAPP plan and amending the library administrator's contract accordingly. C.U.**

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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.

**Accepted by the Library Board as information.**

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.

**Motion L74-25 Vincent Wolfe moved that the Library Board keep the money as liquid assets and not move the money into an investment chamber until the Library Board receives the Town Allotment funds. C.U.**

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.

**Accepted by the Library Board as information.**

### 3 New Business

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

**Motion L75-25 Vincent Wolfe moved to accept the income statement, budget update, and direct bill payments as presented. C.U.**

4.2 Treasurer's Report-

**Accepted by the Library Board as information.**

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.

**Motion L76-25 Ray Olfert moved to accept the 1% budget as the working budget for 2026. C.U.**

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.

**Accepted by the Library Board as information.**

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.

**Accepted by the Library Board as information.**

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 proposes that we chose September 23<sup>rd</sup> to give more time to complete the presentation.

**Accepted by the Library Board as information.**

5. Policies

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- Next policy to be reviewed: The board will need to review the library's charity policy in order to make sure that the policy of handing out charity receipts for used books is removed as it may endanger the library's charity status. The Library Administrator's contract needs to also be reviewed by the Library Board.

Adjournment at 7:37

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