

**Town of Blackfalds Library Board
Board Minutes**

DATE: August 5, 2025

Meeting Started: 6:35 pm

Attendees: Richard Poole, Glenda Brown, Glyn Evans, Ray Olfert, Marina Appel,

Online: Edna Coulter

Regrets: Vincent Wolfe, Ann Siford, Starr Sinclair & Peter Gomes

Staff: Nicole Rice

1. Acceptance of Agenda items

Motion L59-25 Edna Coulter moved to accept the agenda. CU.

2. Acceptance of the Consented Agenda

Motion L60-25 Marina Appel moved to accept the consented agenda. CU

3. **Old Business:**

3.1 Review Bookkeeper Quotes-

Motion L61-25 Ray Olfert moved to accept the Bookkeeper quotes as information. CU.

3.2 Review Current Bookkeeper Journal Entry Numbers-

Motion L62-25 Richard Poole moved that the invoice be accepted at \$655.00 with detailed accounting to be provided at the next meeting. CU.

3.3 Board Decision about Hiring a Bookkeeper for the Library

Motion L62-25 Glenda Brown moved that the board offers a contract to Stephanie Dodman for a maximum of \$6,500 based on the quote she provided for 12 months. Carried.

4. **New Business**

4.1 Acceptance of Income Statement, Budget Update & Direct Billy Payments for May and June 2025

Motion L63-25 Richard Poole moved to accept the income statement, budget update, and direct bill payments for May and June 2025. CU.

4.1 a Discussion about the damage done to library book shelves when the Town of Blackfalds stored the shelves in a garage with wet equipment.

Motion L64-25 Richard Poole moved that the library administrator informs the Town of Blackfalds CEO about the shelf problem so that she can investigate insurance options to reimburse the Library when the shelves need replacing. CU.

4.2 Amalgamating Blackfalds Library Policies & Bylaws into One Document-

Library Board agrees that these documents can be amalgamated. No motion is required.

4.3 Policies for Board Review-

Motion L65-25 Richard Poole moved to accept Policy 4.1 Waving of Fees and Fines. CU.

4.4 LAPP Update- Discussion about LAPP rules: LAPP will not allow employees over 30 hours/week to opt out of LAPP. Library Admin and the Library Board will have to backpay the LAPP for (minimum) 1 year of current Admin's old position, plus continue to current LAPP fees. Also, the library is overdue for its tri-annual LAPP review that must be done by an outside accounting firm. Library Admin wishes to withdraw from the LAPP program permanently.

4.5 Board Motion Required to Hire RSM to do the Library's Tri-annual LAPP Review- Board discusses item **4.4** and library admin informs board of meeting with LAPP executive to find out more information about withdrawing from LAPP.

Motion L66-25 Richard Poole moved that agenda items 4.4 and 4.5 be delayed until the Board's September meeting following additional information from LAPP.

4.6 Review of Preliminary Budget-

Motion L67-25 Marina Appel moved to accept preliminary budget as information. CU.

5. Board Basics Workshops PLSB –None offered

6. Policies

- Working on total review

7. Plan of Service –

8. Bylaw –

9. Emergency Planning

10. Round Table Discussion

11. Adjournment at 8:38 pm

Next Board Meeting September 2, 2025 at 6:30pm