

**Town of Blackfalds Library Board
Board Minutes**



DATE: June 3, 2025

Meeting Started: 6:33 pm

Attendees: Richard Poole, Glenda Brown, Glyn Evans, Vincent Wolfe, Ray Olfert, Starr Sinclair & Peter Gomes

Online: Edna Coulter

Regrets: Marina Appel

1. Acceptance of Agenda items

Acceptance of Agenda items- Vincent Wolfe moved to accept the agenda with the addition that item 4.4 Budget Discussion be discussed in an in-camera session due to confidential information **CU**.

2. Acceptance of the Consented Agenda

Richard Poole moved to remove meeting minutes and statistics from consented agenda and placed under 3.0 Old Business 3.5 and 3.6. **CU**

3. Old Business:

3.1 The Library Operating Grant- Administrator completed library operating grant and we are waiting to hear back on when/how much we will receive.

3.2 General Personnel Policy Handbook- Update after meeting with Jessica on Thursday. Tips were offered for what should be removed from handbook and put into policy manual. Draft was shared with board member in package. Accept statement as information to be addressed until 4.5.

3.3 Treasurer- Glenda Brown and Administrator have been working together to ensure that information channels between Administrator and the Library Board are open. Discussion regarding information in Treasurer's report. Glenda has reviewed the Mastercard statement and asked if the board wants to review it line by line. Glyn suggested a synopsis instead. Accepted as information.

3.4 CRA account- Administrator not able to apply for CRA account access until the board passes last month's meeting minutes.

3.5 Minutes from May 6 2025 Town of Blackfalds Library Board Meeting

In the Blackfalds Library Board Meeting Minutes for May 6, 2025 (Board Package, page 3), Richard Poole noted that Ray Olfert's name was missing from the list of attendees. Richard Poole also noted that item 4.1 (Review of the new job description) did not include the board's review of the job description, nor did it include the title of the document in which the job description was saved.

Motion L47-25 Motion by Richard Poole that the job description document (May 2, 2025 Financial Controller) be added as an addendum to the Blackfalds Library Board Meeting Minutes for May 6, 2025 and that the minutes be accepted. **CU**

3.6 Statistics- Richard Poole requested clarification for the great increase in Wi-Fi and computer user hours, Wi-Fi usage, and sums for children's programs.

Motion L48-25- Richard Poole made a motion to accept the statistics. **CU.**

4. New Business

Motion L49-25 Motion at 7:06 pm by Glyn Evans that the meeting be recessed for a five-minute break. **CU.**

The meeting was called back to order at 7:11 pm

4.1 Acceptance of Income Statement, Budget Update & Direct Billy Payments for April

March was reported twice in the change of administration. Updated numbers for income statement, budget update, and direct bill payments will be reported mid-month for review. Any mid-month reported income statement, budget update, and direct bill payments will also be included in monthly meeting agenda.

Discussion about operational financial decisions vs those financial decisions required to be approved by the board.

Motion L50-25 Motion by Vincent Wolfe to accept the income statement, budget update & direct bill payments for April 2025. **CU.**

4.2 Library closure for training- staff PRL training in September requires a motion to close the library.

Motion L51-25 Motion by Star Sinclair to close the library on September 15 2025 for the whole day so that the staff can attend Parkland Regional Library training. **CU.**

4.3 Further closure for training- Joe is creating a de-escalation session for the staff and a local MMA fighter will donate his time to teach staff self-defense. Not sure when these sessions will be held, but need a motion to close library for these sessions when we know the date.

Motion L52-25 Motion by Richard Poole that the board approve closure of the library for de-escalation training as required with date and time to be approved by the board chair, Glynn Evans. **CU.**

4.4 Budget discussion- Discuss the hiring of the consulting bookkeeper, the budget, and the status of the Blackfalds Library's budget projections.

Motion L55-25 Motion by Richard Poole that the board consider the employee pay projection sheet as confidential. **CU.**

Motion L56-25 Motion by Edna Coulter to continue bookkeeper until July 31, 2025 to a maximum of \$2000.00, and to get the number of journal entries completed every month and number of hours the bookkeeper works on the library's pay period per month. **CU.**

4.5 Quickbooks- Nicole Rice asks if the board can make a motion to remove Carley Binder from Quickbooks as administrator and replace her with Nicole Rice in order to cancel Quickbooks. Glynn Evans accepts this new information and asks for a motion.

Motion L57-25 Motion by Starr Sinclair to add Nicole Rice to Quickbooks as administrator to cancel it. **CU.**

Motion L53-25 Motion by Ray Olfert that the meeting go into in-camera at 7:36 pm. **CU.**

Board Chair Glyn Evans left the meeting at approximately 8:30 pm and appointed Glenda Brown as Board Chair for the remainder of the meeting.

Motion L54-25 Motion by Ray Olfert that the meeting come out of in-camera at 9:10 pm. **CU.**

4.7 Review of General Policy Book- Glenda Brown suggested consolidation of the General Policy Book and Emergency Planning. Richard Poole suggested that a committee be formed.

Motion L58-25 Moved by Richard Poole to form subcommittee for policy and emergency planning consisting of Glenda Brown, Vincent Wolfe, Richard Poole and the PRL consultant (as advisory). **CU.**

4.4 Review of Emergency Planning- See above (4.7)

5. Board Basics Workshops PLSB –None offered

6. Policies

- Next policy to be reviewed: See above (4.5)

7. Plan of Service –

8. Bylaw –The Town of Blackfalds is reviewing and changing their bylaws in regards to the library. They have passed their changes by the PLSB. Can the board receive a copy of proposed bylaw for comment by email for review. Replies regarding bylaw go to Glyn Evans.

9. Emergency Planning

- See above (4.5)

10. Round Table Discussion

11. Adjournment at 9:19 pm

Next Board Meeting August 5, 2025 at 6:30pm

Regrets: