



**Blackfalds Library Board Meeting Minutes
May 6, 2025**

Meeting was called to order at 6:35 p.m. by Board Chair, Glyn Evans

Present: Ray Olfert, Richard Poole, Glenda Brown, Edna Coulter, Glyn Evans, Vincent Wolfe & Peter Gomes
Online: Marina Appel
Absent:
Regrets: Edna Coulter, Ann Siford & Starr Sinclair

Staff: Nicole Rice, Administrator

1. Acceptance of the Agenda

MOTION L38-25

Moved by Marina Appel to accept the agenda items as amended **C.U.**

2. Acceptance of Consented Agenda

- 2.1 Minutes of the January 7, 2025 meeting
- 2.2 Programmer's update - January 2025
- 2.3 Statistics for January 2025

MOTION L39-25

Moved by Vincent Wolfe to accept the Consented Agenda without the administrator's update. **C.U.**

3. New Business

3.1 Acceptance of Income Statement, Budget update & Direct Bill payments for April 2025 Payments.

Discussion on the new documents including Mastercard payables made by the library's bookkeeper. Richard asked that Mastercard purchases be labelled as "books/tech/supplies" in the spreadsheet. Nicole will check with the bookkeeper to ensure that this can be done.

There has been information from council regarding the discrepancy between the accepted budget that the council passed versus the amount we were given by the Town. Glyn will follow up on that letter with another letter.

PRL also had a discrepancy between our town census numbers and the allotment we were given. Richard asked the board to follow up on this discrepancy with a letter to PRL.

MOTION L40-25

Moved by Vincent Wolfe to accept the income statement, budget update & direct bill payments for April 2025. **C.U.**

3.2 Discussion about library membership fees- Peter introduced the idea of introducing membership fees at the library in order to offset budget shortfalls. Discussion is to be tabled for next meeting.

3.3 Discussion about increasing the service fees of the library in order to offset budgetary restrictions. Discussion tabled until next meeting after closer look at library financials.

Motion L41-25

Moved by Marina Appel to have a more in-depth discussion about increasing prices after the board comes to a better understanding of our budget projections. **C.U.**

3.4 Discussion about contracted bookkeeper-

Discussed need for bookkeeper to ensure financial security, supervision, and enhance our understanding of spending. This discussion is tabled until next meeting after we know more about the library's financial state.

3.5 Discussion about Treasurer Position- Discussion about what the treasurer's role is and how that might ensure that the library is not open to fraud or financial errors.

Motion L42-25

Moved by Marina Appel that Glenda Brown act as treasurer until the next changeover of the board to see how it works. **C.U.**

3.6 CRA Account Access- Motion to have Carley Binder removed from the CRA account and Nicole Rice added to the CRA account (as well as any board members who want to be added)

Motion L43-25

Moved by Richard to allow Nicole Rice, Glenda Brown, Ray Olfert, and Glyn Evans access to the library's CRA account and to remove former administrator Carley Binder. **C.U.**

3.7 The Library Operating Grant- Motion to appoint Nicole Rice as authorized applicant for the grant.

Motion L44-25

Moved by Vincent Wolfe to remove Carley Binder from the authorized applicant for the Alberta operating grant and to add Nicole Rice in as the new authorized applicant for the Alberta Library Operating Grant. **C.U.**

3.8 Review of General Personnel Policy Handbook-

Motion L45-25

Moved by Richard Poole that Nicole works with Parkland Regional Library to separate the General Policy into a human resources manual and the personnel policy. **C.U.**

3.9 Discussion about incident in the library from administrator's report-

Board was updated about man accusing children of stealing wallet and being escorted out by police as well as man who raised fist and charged staff member.

4. Business from Last Meeting:

4.1 Review of the new job description (May 2, 2025 Financial Controller)-

Separate out financial from administrative description that was reviewed and decided that it could be used in the future as needed.

Motion L46-25

Moved by Ray that we use the job description as needed in the future. **C.U.**

5. Board basics workshop: No one can attend.

6. Policies- Review the updated human resource manual and personnel policy.

7. Plan of service- no update

8. Bylaw- no update

9. Emergency Planning- Review in June, Nicole to send document for next meeting and include it in policy manual.
10. Roundtable Discussion- Will we meet in summer? Something to think about for next meeting.
11. Adjournment- Adjourned by Glynn Evans at 7:56 pm
Next meeting June 3 2025 in downstairs programming room.
Regrets:

Addendum to Meeting Minutes
Blackfalds Library Board
Blackfalds Public Library, Programming Room

At the Blackfalds Library Board's June 3 2025 meeting, Richard Poole motioned that item **4.1** of the Blackfalds Library Board meeting minutes (**4.1** Review of the new job description) include an addendum (The document "May 2, 2025, Financial Controller") to the May 6, 2025 minutes. **The motion was carried unanimously.**

A PDF of the "May 2, 2025, Financial Controller" has been attached to the May 6, 2025 minutes as an addendum.