



**Blackfalds Library Board Meeting Minutes
April 1, 2025**

Meeting was called to order at 6:34 p.m. by Board Chair, Glyn Evans

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

Staff: Nicole Rice, Administrator

1. Acceptance of the Agenda

MOTION L31-25

Moved by Glenda Brown to accept the agenda items as amended, passed by unanimous vote.

2. Acceptance of the Consented Agenda

Nicole let us know that a draft was included in the consented agenda on page 2.

- 2.1 Minutes of the March 4, 2025 meeting**
- 2.2 Administrator's update – March 2025**
- 2.3 Programmer's update – March 2025**
- 2.4 Statistics for March 2025**

Motion L32-25

Richard moved to accept the consented agenda, passed by unanimous vote.

3. New Business:

3.1 Introduction of new Library administrator, Nicole Rice

Nicole was introduced as our new library administrator

3.2 Acceptance of Income Statement, Budget update & Direct Bill payments for March 2025

Motion L33-25

Moved by Vincent Wolfe to accept the income statement, budget update and direct bill payments for March 2025.

3.4 Job Description- Motion to change Adult and YA services position description to enable hiring process

Under C. of the Adult & YA Services Librarian job description was changed to:

- 2 years of post-secondary education or
- 2 years of experience in programming, event planning, or community engagement work for adults/youths/teens.

Motion L34-25

Moved by Richard to accept the changes for requirements as presented, passed by unanimous vote.

Motion L35-25

Glenda moved to change the position to a 6-month temporary part-time position that may lead to permanent part-time position, passed by unanimous vote.

3.6 Hiring Process- Changes to Administrator's job description

Richard suggested changing the wording of treasurer in the library administrator position to financial administrator. Richard also mentioned the creation of a new position as a financial administrator, which would clear up the confusion around financial and administrative duties. Richard suggested removing all financial duties from the library manager position and create a job description/position for financial administrator. The board debated the idea "administrator" might be too specific for the position discussed. Edna mentioned that the word administrator may imply a level of education for the role that we currently do not have.

Motion L36-25

Richard moved to develop a job description to perform all financial duties by financial advisor. Position title to be determined at the next meeting, passed by unanimous vote.

4. Business from Last Meeting

4.1 Website- A meeting with PRL Administrator Ron Sheppard has taken place on Friday, March 28, 2025.

Nicole felt the tone of the other library managers was aggressive so she declined to attend the meeting in person. She gave a report from those who went and spoke about the outcomes which were few. Any changes to the PRL website at this time comes from their reserves, they don't have the money in their budget. They are considering scrapping the website altogether, but they still do not have the funds to do so. If PRL does decide to scrap the website, they would actually be scrapping the website platform and making a new website for all of PRL. The library managers focused on communication with PRL, and developing better relations during meetings. Edna requested that Nicole email with a summary of the concerns that the library managers brought to PRL so Edna can bring this information back to the PRL board in June.

4.2 Signing Authority- Library Administrator, Glenda Brown, Glyn Evans, and Ray Olfert have gotten signing authority.

Glyn, Glenda, and Ray were added as view only. Nicole will follow up with getting their online information set up. They will need to be changed to full access in case of an emergency.

Follow up on setting up a two-person authentication. Some discussion about whether or not the two-person authentication is needed now that Nicole has bank access. Members discussed concerns about security or access if anything were to happen to Nicole. Vince suggested that access would only be from the library to reduce security concerns.

Motion L37-25

Edna motioned that Glenda and Glyn get full access to the Service Credit Union Bank account only at the library on the administrator's computer, not on personal phone or technology, passed by unanimous vote.

Board Basic Workshop –PLSB –

- Claresholm: Saturday, April 12 at the Claresholm Public Library, 211 – 49 Avenue W, Claresholm, AB. Register online for Claresholm by Wednesday, April 9.
 - Vermilion: Saturday, April 26 at the Vermilion Public Library, 5001 – 49 Avenue, Vermilion, AB. Register online for Vermilion by Wednesday, April 23.
 - Spruce Grove: Saturday, May 10 at the Spruce Grove Public Library, 35 – 5 Avenue, Spruce Grove, AB. Register online for Spruce Grove by Wednesday, May 7.
- The workshop will run from 9:00 AM to 4:00 PM.

Cost of workshop is free but mileage is on the board member.

5. Policies

Suggested that we review one per month moving forward.

Nicole will find the most recent version and send that to us

Suggested that we start with GENERAL PERSONNEL POLICY HANDBOOK for the next meeting

6. Plan of Service –No update.

7. Bylaw – Nothing new to review.

8. Emergency Planning – Review June 2025

9. Round Table Discussion –

Nicole wanted to clarify that she was not asking for a bookkeeper and that she is willing to learn. Edna volunteered to help in that department.

Casino is in May and all the spots are filled! Request that information regarding the casino be sent to the board members.

10. Adjournment: Adjourned at 7:44 pm.

Next Regular Board Meeting: Tuesday, May 6, 2025 at 6:30 pm

Regrets: