

**Blackfalds Library Board Meeting Minutes  
Feb 4, 2025**

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

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

**1. Acceptance of the Agenda**

**MOTION L9-25**

Moved by Glenda Brown 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 Administrator's update – January 2025
- 2.3 Programmer's update - January 2025
- 2.4 Statistics for January 2025

**MOTION L10-25**

Moved by Richard Poole to accept the Consented Agenda. **C.U.**

**3. Business from Last Meeting:**

**3.1 Website –** Library Managers met and drafted a letter to send to PRLS Director, Ron Sheppard. Managers will request a meeting. Moving forward to work through the necessary process.

**3.2 Safety Concerns in the library –** review of incident report template and safety procedures. Names of people involved in incident would be redacted before being presented to the board. Questioned if staff names needed to be seen by the board at all. All staff should do separate forms. Forms could be done 24 – 48 hours after an incident. Suggestion to add a case file number or just a check box to state that police or other emergency services were called. Other box for unusual circumstances that may not be covered by current options. Carley will make changes and bring the revision to the next meeting.

Meeting was set about a week after sending out letter to CAO, Ken Morison, Joe and RCMP rep. They were all very receptive of the library's concerns. Offered to talk to staff at a staff meeting to directly address any concerns they may have. Possibly doing a de-escalating workshop, to build on skills further. Agreed to come around the library more often. Asked them to come in and interact with the library patrons. Working with high school liaison as well to talk to kids who may be skipping school. Possible need for a camera with a sign that would clearly identify people entering the library.

The prompt response to our evolving issues was much appreciated. Carley is looking into the new camera. Suggestion to get a height bar at the door as well. Since the meeting, the increased police presence has been noticed.

Accepted as information.

**3.3** February 17<sup>th</sup> Winter Fest – Library is open 12pm – 4pm. Two staff are scheduled to work. Peter, Richard and Glenda are still available to volunteer. Glyn will have his miniature paint upstairs in the performance room.

**4. Board Basic Workshop** – March 1<sup>st</sup> Seminar on Governance, effective meetings, Robert’s Rule of Order – Leduc on Sat. March 1 – 9:30 – 4pm – RSVP required – email sent out.

**5. New Business**

**5.1** Acceptance of Income Statement, Budget update & Direct Bill payments for January 2025 Payments. It was asked by a board member why we have received less than expected from the local appropriation. Based on current population increase but old statistical information was used, and we did not get the amount we expected. Town Council members think the provincial or federal data was required and so Town Council could not use the local census. In the past, the local census members were not required. Board is wondering why those numbers were used by town council. Board should strongly suggest that the correct numbers are used to secure funding. Issue is that the board budgeted off of different population numbers than the town did.

**MOTION L12-25**

Moved by Richard Poole to accept the Income Statement Budget update & Direct payments for January 2025 as information and that the board write a letter questioning why the incorrect population numbers were used for our 2025 Town Allotment Funds **C.U.**

**MOTION L13-25**

Moved by Richard Poole to go In Camera at 7:13pm. **C.U.**

**MOTION L14-25**

Moved by Richard Poole to come out of In Camera at 7:57pm **C.U.**

**5.2** Resignation – Library Administrator, Carley Binder

**MOTION L15-25**

Moved by Richard Poole to accept Administrator Binder’s resignation with regrets and for the board to appoint a committee consisting of Glyn Evans, Glenda Brown and Richard Poole for approval of posting, development of wage scale for approval via email to the board, interview and selection of the candidate. Amended by Edna Coulter that after interviews are completed the committee present their options (4 candidates) to the board to review and make a decision. **C.U.**

**5.3** 2025 Annual Survey & 2024 Annual Report – Review information

**MOTION L16-25**

Moved by Vincent Wolfe to accept the 2025 Annual Survey & 2024 Annual Report. **C.U.**

**6. Policies** – Social Media Policy – draft review revisions

**MOTION L17-25**

Moved by Edna Coulter to accept the Social Media policy. **C.U.**

**7. Plan of Service** –No update.

8. **Bylaw** – Nothing new to review.

9. **Emergency Planning** – Review June 2025

10. **Round Table Discussion** – Request for information on Casino fundraiser volunteer forms for May 31 & June 1, 2025. Current staff member is being trained on payroll. Banking authority changes will need to motion, will be done at the next meeting. Carley noted that Revenue Canada changes will need to be done once a new administrator is hired. The credit card will also need to be cancelled and reissued in the new staff member's name. Possible that bank signers may need to get a credit card in their name for the overlap. Suggestion that current staff person being trained on payroll should get a credit card in their name.

**MOTION L18-25**

Moved by Edna Coulter that Administrator Binder obtains a credit card for Nicole Rice to cover expenses throughout the hiring process with a limit of \$2,000.00. **C.U.**

11. **Adjournment:** Adjourned at 8:19 P.M.

**Next Regular Board Meeting: Tuesday, March 4, 2025 at 6:30 pm**

Regrets: