

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



Meeting was called to order at 6:58 p.m. by Board Chair, Glyn Evans

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

Staff: Carley Binder, Administrator

1. Acceptance of the Agenda

MOTION L19-25

Moved by Ray Olfert to accept the agenda items as amended **C.U.**

2. New Business

2.1 Financial Review – Presented by Lindsay Bauman from MNP, Lacombe

Lindsey pointed out some concerns regarding running a deficit for the last two years. Conversation about the amortized assets and how they could be better tracked. It could be added to statements (quarterly) for the board to review more frequently.

MOTION L20-25

Moved by Richard Poole to accept the 2024 Financial review as presented. **C.U.**

2.2 Food for Fines

The library board staff would like to hold an additional Food for Fines this year to help with the demand of our local food bank (Beyond Food & Community Hub). We also do this event in June & October.

MOTION L21-25

Moved by Richard Poole to add a third Food for Fines to run for four weeks for 2025. **C.U.**

2.3 Income Statement, Budget update & Direct Bill payments for February

MOTION L22-25

Moved by Marina Appel to accept the Income Statement, Budget update & Direct Bill payments for February 2025. **C.U.**

2.4 Minister's Award for Municipal & Public Library Excellence Program

Both the Enhancing Community Engagement or Livability and Building Economic Strength were suggested for the library to pursue. Suggested that Marina and one staff member (Kelly) work on putting forth an entry for this award.

MOTION L23-25

Moved by Glyn Evans for the library board and staff to submit an application for the Minister's Award for Municipal & Public Library Excellence Program. **C.U.**

2.5 Applicants – Library Administrator vacancy

MOTION L24-25

Moved by Richard Poole to go In Camera at 7:07pm **C.U.**

MOTION L25-25

Moved by Marina Appel to come Out of Camera at 7:30pm **C.U.**

Suggested that a hiring package be completed to offer that would include three-week vacation time and termination clauses would be zero. It was suggested that a template from the town may be available. Also, suggested the job title, probation period, benefit package, pension, hours of work including breaks broken down into daily and weekly amounts and eligibility for vacation. Termination notice is also included a standard two weeks.

It was also recommended that we post Nicole's old position as temporary for six months, in the event she would like to return to it after the probation period. We will need to change the job description before we can list the position. Will revisit at the next meeting.

Dialogue about whether it is appropriate to have a six-month probationary period. Administrator Binder will talk to HR at the town office to ask about this issue and a possible hiring package. It was also noted that upon searching the AB standards website that we can issue a probationary period.

MOTION L26-25

Moved by Richard Poole to authorize the Board Chair, Glyn Evans, to offer Nicole Rice the Library Administrator position at the \$72,238.40 Annually and a compensation package with a six-month probationary period. **C.U.**

2.6 Signing Authority – Motion to change signing authority at the bank. Allow for online banking access. Suggested that two-person authentication may be a better option for us right now.

MOTION L27-25

Moved by Edna Coulter to remove Library Administrator, Carley Binder, from signing authority and bank accounts as of March 7, 2025. **C.U.**

MOTION L28-25

Moved by Edna Coulter that Glenda Brown and Glyn Evans get approved for online banking, in a two-person authentication set-up. **C.U.**

It was also suggested that more than one person have access to CRA account, such as a board member. Lindsey from MNP said she would send over the steps for how to change the person on the CRA account. Lindsey will double check if she already has access for the CRA account. Whoever takes over Administrator Binder's position will have to set up their own CRA account which will be linked to the library.

3. Acceptance of Consented Agenda

- 3.1 Minutes of the February 4, 2025 meeting – Vincent Wolf was in attendance & Ray Olfert was not. Starr Sinclair was listed twice.
- 3.2 Administrator's update – January 2025
- 3.3 Programmer's update - January 2025

3.4 Statistics for January 2025

MOTION L29-25

Moved by Vincent Wolfe to accept the Consented Agenda. **C.U.**

4. Business from Last Meeting:

4.1 Website – Library Managers are waiting for a meeting. Moving forward to work through the necessary process. Administrator Binder will pass along the information to successor Administrator Rice.

4.2 Safety Concerns in the library

Spelling issues noted. Glenda noted that we should not include further treatment. Suggested max level column is removed altogether.

MOTION L30-25

Moved by Vincent Wolf to accept the incident report template with suggested changes and to review this is three months. **C.U.**

5. Board Basic Workshop – Non upcoming.

6. Policies

Start review of policies for May's meeting – request that the latest copy be sent out to the board.

7. Plan of Service –No update.

8. Bylaw – Nothing new to review.

9. Emergency Planning – Review June 2025

10. Round Table Discussion – not many people came out for family day this year due to cold weather. Do we need to think about other ways to bring in people on these event days?

11. Adjournment: Adjourned at 8:45 P.M.

Next Regular Board Meeting: Tuesday, April 1, 2025 at 6:30 pm

Regrets:

