**Provost Municipal Library Board**

**Minutes for Regular Meeting**

**January 15, 2024**

Call to Order           Called to order at 6:35 Present at the meeting were Mike Hildebrandt, Jeremy Rehman, Kim Halushka, Sue Wolkowski, Wendy Krevenky, Ashley Spykerman and Laureen Clarke-Rennie.

Agenda Mike moved to accept agenda as presented.

Minutes        Mike moved to accept minutes from previous meetings

Correspondence none

Reports

1. Librarian – Santa Reads and Breakfast with Santa letter writing table went well
* 8 classes from PPS and STA participated in Valentines for Vets
* PPS has been bringing classes from grades 1- 5 regularly
* Silent Auction raised $125
* Adult and adolescent book clubs are continuing
* Culled library books have been sold or donated, remaining books have been reorganized within the library
* Ashley will attend Parkland training session in Lacombe on Jan. 22
* STEP Student Grant application has been submitted
* Terena has suggested handing book keeping duties to the library manager to ease her workload
1. Town – no report
2. MD Library Board - Next meeting is Feb. 21st at 4:30 at Provost library
3. Parkland – no report

5.   United Neighbourhood Connections – Ashley was unable to attend; no report

6.   Financials – Wendy moved to accept all financials up to Dec. 31, 2023 as submitted by Terena.

 Old Business:

1. Plan of Service – Community assessment is complete.
* Parkland requested that this be submitted earlier than usual (ASAP), and that we include information about our relationship with the MD Library Board.
* tabled
1. Policies – tabled
2. Security System – **MOTION:** Jeremy made a motion to ratify the email poll of the Board taken Nov. 21, 2023: “To accept the quote from Telus/ADT to fix the alarm system.”
* Ashley has contacted Telus on more than one occasion but they still have not come to fix the problem.
1. Draft budget – we were under budget last year

**MOTION:** Mike moved to transfer $20,000 from chequing to savings for grant matching. Carried unanimously.

**MOTION:** Kim moved to increases staff wages by 4%, not including contracted janitor services. Carried unanimously.

* Following Board discussion, Jeremy will submit the proposed budget to the Town

New Business:

1. Canada Post Community Foundations Grant – Application deadline March 9th
* Ashley is working on this
1. Library Emergency Plan – tabled approval of updated plan
* AED kit cannot be mounted; set on counter near entrance, batteries changed and pads replaced
1. Friends of the Library – tabled
2. Celebration of Library’s 75 years – Ashley will look at available dates for April or May
* The museum forwarded the history of the library that they had accumulated
* Short program with dignitaries, cake and draws; escape room for adults and youth during the weekend
1. New Board Member – Town council did not appoint Laureen Clarke-Rennie to the Library Board at last meeting. Her letter of intent was submitted.

 Next Meeting - Feb. 12 at 6:30 pm

  Adjournment – 7:35 pm

Submitted by Secretary Sue Wolkowski