

*Call to Order*

*The Camrose Public Library (CPL) is an organization located on Treaty 6 territory, the traditional lands of the Indigenous and the Métis People. For as long as the sun shines, the rivers flow, and the grass grows, this land will be recognized as Treaty 6 Territory.*

1. Approval of the Agenda
2. Approval of the Minutes of December 10, 2025 & December 17, 2025
3. Board Feedback
4. Consent Agenda
  - a. Items for Information
    - i. Correspondence
      - a. City of Camrose – [2026 Member-At-Large Appointments](#)
      - b. Camrose County – [2026 Funding](#)
      - c. Doane Grant Thornton – [Annual Financial Review Engagement Letter](#)
    - ii. Libraries in the News
      - a. [Alberta school boards remove dozens of library books as provincial ban in effect](#) – January 7, 2026 (2 min read)
  - b. Reports
    - i. Director's Report
    - ii. Board Evaluation Report
  - c. Business Arising from the Consent Agenda
  - d. Approval of the Consent Agenda
5. Items for Discussion and Decision
  - a. 2026 Library Closures
  - b. Board Administrative Calendar
  - c. Policy Review Schedule
  - d. Seasonal Supervisor Policy
  - e. Employee Policy Manual
6. In-Camera Items for Discussion and Decision
7. Adjournment

**Next regular Board meeting: February 11, 2026, 5:15pm**

**Present:**

Renee Greer (Chair)	Margaret Holliston (Secretary)	Margaret Weir Andreassen
Jacqueline Schaffter	Martin Maxwell (Camrose Council)	Joy-Anne Murphy (City Council)
Naomi Finseth (Vice-Chair)	Peter Hamm	Amanda Haugen (Recorder)
Channing S. MacDonald (Interim Director)		

**Regrets:**

Cheryl Dezall

Call to Order: Chair Renee Greer called the meeting to order at 5:15 pm.

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1. Welcome & Introductions

Welcome to Marty Maxwell, our new director representing the County Council. Also noted this is Peter Hamm's last meeting as he will not be renewing his appointment.

2. Approval of the Agenda

**Motion 75/25 M/C** Margaret Holliston: Motion to approve the agenda as amended.

3. Approval of the Minutes of November 10, 2025

**Motion 76/25 M/C** Jacqueline Schaffter: Motion to approve the Minutes of November 12, 2025 as circulated.

4. Board Feedback

Fellowship has had lots of nice comments come through with the crowdfunding. Donors have mentioned how good the library is and that they want to support the library.

5. Consent Agenda

a. Items for Information

i. Correspondence

- City of Camrose – Board Appointment – Joy-Anne Murphy
- City of Camrose – Board Appointment – Martin Maxwell
- City of Camrose – Acceptance of Resignation – Lucy Ernst
- Battle River Community Foundation – Newsletter & Greetings

ii. Libraries in the News

- Alberta municipalities called for increased library and airport funding, visitor tax (7 min read)
- Indigenous scholars say Thomas King case “shocking similar” to others falsely claiming ancestry (6 min read)

- b. Reports
  - i. Director's Report
  - ii. Program Report
- c. Business Arising from the Consent Agenda - None
- d. Approval of the Consent Agenda

**Motion 77/25 M/C** Naomi Finseth: Motion to approve the consent agenda as circulated.

6. Items for Discussion and Decision

a. Signing Authority – Amanda

Following Lucy's resignation from the Board, the Board needs to appoint an additional signing authority for the bank account. Signing authority responsibilities include approving online EFTs and e-transfers, as well as occasional cheques. Signing authorities are required to review supporting documentation to ensure appropriate due diligence.

**Motion 78/25 M/C** Margaret Holliston, seconded by Margaret Weir Andreassen: Motion that Naomi Finseth replace Lucy Ernst as a signing authority on The City of Camrose Library Board's ATB bank account.

b. Proposed Changes to Employee Policy Manual

The Board reviewed the proposed changes to the employee manual, as circulated prior to the meeting. Several points were amended following discussions.

**Motion 79/25 M/C** Joy-Anne Murphy, seconded by Jacqueline Schaffter: Motion that the City of Camrose Library Board approve the amendments to the Employee Policy Manual, section C, to replace section C in the version from December 18, 2024.

Channing proposed embedding the salary grid in the employee manual. It was noted that the manual currently contains the former mission and vision statements and should be updated accordingly.

*Peter Hamm departed the meeting at 6:18 PM.*

c. Proposed Changes to Naming Rights Policy

The Sponsorship Committee discussed sponsorship matters and identified a need for additional guidance. Channing drafted a proposed sponsorship policy to address this need. The draft includes definitions, clarification regarding the use of names and logos, provisions related to the termination of sponsorships, and a list of source policies consulted in its development.

The Board reviewed the proposed changes to the Naming Rights Policy, as circulated prior to the meeting. Amendments were made following discussions.

**Motion 80/25 M/C** Margaret Holliston: Motion that the City of Camrose Library Board rescind the Naming Rights & Sponsorship Policy, last reviewed in February 2022.

**Motion 81/25 M/C** Joy-Anne Murphy: Motion that the City of Camrose Library Board approve the Donations, Sponsorship, and Naming Agreements Policy, as presented.

d. Board Evaluation – Discussion

The Board discussed the new reporting schedule and agreed to dedicate time in January to conduct a Board evaluation. Options for obtaining Board feedback in advance of the meeting were discussed, and Channing will distribute a survey.

The Board noted that it currently has one vacant seat and that the terms of Margaret H. and Naomi expire at the end of the year, with the hope that both will be renewed. The Board discussed the need for future succession planning, including identifying skills gaps and considering capacity-building or training opportunities.

e. Winter Professional Development

Channing's last day is February 3, 2026; she has requested to remain for a planned PD Day on February 4, 2026 to demonstrate the PD Day format she has been implementing to Alyssa.

The goal going forward is to close the library three days per year for PD Days:

1. May: ERP & Fire Drill, including summer students.
2. October: ERP & Fire Drill.
3. January: PD Day (specific format to be determined).

The additional cost associated with Channing remaining for the requested PD Day is included in the 2026 budget and represents less than a 1% variance. The arrangement is seen as facilitating a smooth transition.

**Motion 82/25 M/C** Margaret Weir Andreassen, seconded by Margaret Holliston: Motion that the City of Camrose Library Board approve the library closure for February 4, 2026 to allow for a professional development day.

7. In-Camera Items for Discussion and Decision

8. Adjournment

Chair Renee Greer declared the meeting adjourned at 6:48pm.

**Next regular Board meeting: January 14, 2026, 5:15pm**

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Renee Greer, Board Chair

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Date

**Present:** Renee Greer (Chair), Naomi Finseth, Margaret Holliston, Joy-Anne Murphy, Martin Maxwell, Cheryl Dezall, Margaret Weir-Andreassen, Channing MacDonald

**Regrets:** Jacqueline Schaffter

**Special Meeting**

*Call to Order: 5:33*

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**1. Approval of the Agenda**

**Motion 83/25 M/C** Cheryl Dezall: Motion to approve the agenda.

**2. In Camera**

**Motion 84/25 M/C** Margaret Holliston: Motion to go into camera.

**Motion 85/25 M/C** Margaret Holliston: Motion to go out of camera.

**Motion 86/25 M/C** Margaret Weir Andreassen: Motion to release the statement to be posted on the CPL website.

**3. Proposed Policy Changes – Conditions for the Use of Areas of the Library Not Normally Used for Public Service – tabled**

**Motion 87/25 M/C** Naomi Finseth: Motion to table any proposed policy changes.

**4. Adjournment: 6:37**

**Next regular Board meeting: January 14, 2026, 5:15pm**

This report is structured around the responsibilities of the Interim Director, outlined in Essential Functions of Schedule J of the Interim Director Offer of Employment.

## 1. CPL in Community Initiatives and Committees

One of the Programs Coordinators will participate in the **Camrose Helps interagency meeting** on January 12<sup>th</sup>. The Director will likely take over this responsibility upon return in February.

CPL is helping to raise awareness of the **Poverty Simulation** coming up on February 6<sup>th</sup>, 2026 by posting posters and sharing the community event on social media.

## 2. Communications, Marketing, and Advocacy

The Fellowship of the Camrose library – a fundraising group for CPL – has concluded their crowdfunding campaign for the children's area; [the final amount raised can be found by clicking here.](#) An additional \$5000 will be contributed by the Government of Alberta.

A **statement** was posted to the library's website landing page, clarifying CPL's role in renting a space to people who were collecting **petition signatures** last month. The statement will be replaced with a different advertisement mid-January.

## 3. Collection Management

No new reports.

## 4. Programs Management

The programs coordinators and interim director have been working on **updates** to the onboarding materials for the **summer programmers**. Schedules have been put in place to ensure summer programmers have weekly group meetings as well as biweekly individual meetings with their supervisors, with the goal of ensuring a healthy and positive work environment.

## 5. Circulation & Service Management

The **signage working group** has just reviewed a quote regarding getting the signage professionally printed. The Interim Director will be taking the quote to the Fellowship to see if they can support the project. If not, a combination of professionally printing and house-made signage will be used.

## 6. Financial Management

### 6.1. Budget

We received confirmation of the **county contribution** amount. We expect to receive \$77 240, which is the same amount as in 2025. Our request for a 2% increase to adjust for inflation was denied.

The Executive Assistant is preparing year end documents with TAL. One year end documents are complete, they will be sent to Doane Grant Thornton for the annual **financial review**, and once reviewed, should be presented to the board for approval and submission to the City, County, and PLSB. A financial update from TAL is scheduled for March.

### 6.2. Grants

The Young Canada Works grant has been applied for. We are planning to begin advertising for the summer positions in late January.

Reporting has been submitted to the **Battle River Community Foundation** for funding received to purchase a **pilot bike**.

## Human Resource Management

**Two casual Library Assistants were hired** and began training in January. Though we had only advertised for one position, the two candidates hired have complimentary availability, one with evenings and weekends and one with daytime availability. As this role is casual, they are not guaranteed hours and will only pick up shifts from staff who are away, and there is minimal effect on the budget.

## 7. Contract Services Management

We have had several janitorial organizations come forward with **interest in the cleaning contract**. Additionally, the current contractor done an inspection of the library and concurs with our concerns about the quality of service we are receiving. They are replacing the crew with a different crew, and we will consider the quality of work we receive in the interim (contract ends March 31) in our decision.

## 8. Organization Changes Management

A **tracker** has been created for the **organizational changes** recommendations made by Margaret Law.

A proposed **policy review schedule** has also been created and is outlined in a briefing note.

**Payment in arrears** is being implemented this month. Staff were provided 4 months of notice to accommodate for this pay period, which will include pay from January 1-23 with a payment date of the last business day of the month. Following pay periods will be the 24<sup>th</sup> of month A to the 23<sup>rd</sup> of month B, with payment on the last business day of the month.