

FORESTBURG PUBLIC LIBRARY

Minutes of February 8, 2024

PRESENT: Caroline Boddy, Elaine Fossen, Helena Burg, Sylvia Jahns, Deb Lundy, Tina Marie Schwab and Eddie Reyven

Caroline called the meeting to Order @ 6 P.M.

Elaine moved to accept the agenda with additions. Carried

The minutes of the meeting of November 9th were reviewed. As there were no errors or omissions, Elaine moved that the draft minutes be accepted as presented. Carried.

Business Items:

- i) November Christmas Market – Ticket sales went very well. Elaine King won the 50-50 in the sum of \$1562.50.
- ii) New Board Members - Tina Marie Schwab and Eddie Reyven have agreed to join the board. A letter will be sent to the village.
- iii) Board Member renewal – Elaine Fossen's renewal was due February 1st, 2024. She agreed to continue to be on the board, and as such a letter will be sent to the village.
- iv) Statement of Intellectual Freedom statement reviewed. Deb moved that we change the wording in our policy to match the Parkland wording. Carried.
- v) Motion by Deb to open a new bank account at the Alberta Treasury Branch, Forestburg, Alberta branch, seconded by Sylvia. Carried.

The bank account shall be opened in the name of **Forestburg Public Library**, 4905 – 50 Street, Box 579, Forestburg, Alberta, T0B 1N0, effective February 8, 2024, as a two signer account.

The signing authorities for the account shall be:

Sarah Tonowski, Box 202, Forestburg, AB. T0B 1N0, 780-901-5337
Caroline Boddy, Box 13, Forestburg, AB, T0B 1N0, 780-781-4724
Elaine Fossen, Box 124, Forestburg, AB. T0B 1N0, 780-582-3902

- vi) Moved by Deb that two people attend at the Bank of Montreal in Camrose to close out the current bank account and obtain a bank draft or certified cheque for the total amount of funds in the account, payable to the Forestburg Public Library, which funds will be deposited into the new ATB bank account. Seconded by Sylvia. Carried.

- vii) The annual report was reviewed. Moved by Helena to approve the draft report.
Carried.

Treasurer's Report -

Updated financial statements for the months of November and December, 2023 and January, 2024, were presented. Helena approved cheque numbers 1528 through 1547.
Carried.

Manager's report - Copy of report attached and forming part of these minutes.

Village Council report –

Elaine presented the 2022 Return on Investment from Parkland Regional Library System for review, a copy is attached and forming part of these minutes. In the ROI it showed that the Allotment from Flagstaff County for our library is \$527.71 per year. The same amount is given to all libraries within the county.

Next meeting will be March 14, 2024.

As all matters were dealt with, the meeting was adjourned at 6:40 p.m.



Chairperson



Manager

Forestburg Public Library

Read Learn Connect

Box 579, 4901-50 St. Forestburg, AB T0B 1N0

(780) 582-4176 www.forestburglibrary.prl.ab.ca

Reporting: Sarah Tonowski

Date/Period reporting for: Nov-Feb'24

Computer Usage:

November: 2081 sessions, 141 users

December: 1341 sessions, 70 users (closed over break)

January: 1636 sessions, 58 users

Programs:

- Ever Active – averaging 6 attendees Friday mornings
- Christmas Night: Friday, November 24 6pm *40 participants
- 50-50 Raffle Sale: Elaine King won \$1562.50 Thank you to everyone who sold tickets and supported us!
- CPR course in January
- Love Is In The Air Escape Room: Feb 12-13

Catch Up:

- website updates are complete
- CSJ and YCW applications have been submitted
- Annual Report is currently underway, ready for approval in February
- material inventory is nearly completed (just DVD's and missing items left)
- looking at our econtent usage on the Annual Report, I'd like to start putting money towards eBooks for our patrons
- I have agreed to evaluate YCW applications across the country for the third year.
- The 2024 Allotment Adjustment is \$1559.40 to be spent on books by September (\$1048.64 for our population of 928 at \$1.13 per and \$510.76 for County Allotment for our rural population of 452 at \$1.13 per)

*Going forward into spring and summer, my personal hours will be reducing so that I can focus more on family and my farm. I will return to regular hours in the fall and winter. Hailey has agreed to work as a desk clerk at her regular rate a few days a week. I will continue as manager, handling the grants, payroll, staffing, circulation management and any sticky situations that arise.