

FORESTBURG PUBLIC LIBRARY
Minutes of September 11, 2025

PRESENT: Elaine Fossen, Eddie Reyven, Genevieve Beauregard, Sylvia Jahns, and Caroline Boddy

Caroline called the meeting to order @ 7 P.M.

Additions to the agenda:

5. Gen to provide information on Treasurer

Moved by Eddie that we accept the agenda with the additions. Carried.

Minutes from June – As there was no library staff in attendance, the Minutes from the June 10th meeting were not available, therefore those minutes will be brought forward at our October meeting.

Action Items:

- A. Board Members – Elaine advised that the renewal of board members, Donna Fredrick and Deb Lundy have been approved by village council and the appointment of Genevieve Beauregard was approved by council. Need more board members.
- B. Caroline and Gen continue to work on changing the name of the Library Board to the "Village of Forestburg Library Board" so that the Government can deposit monies into the bank account via e-transfer.
- C. Casino – audit of membership for Friends of the Library. Received correspondence from the Government that in order for the Friends to be eligible for a Casino, they must have 16 members. Library board members cannot be on the Friends board and vis-versa. Will have to conduct a recruitment for both library board members and Friends members.

Gen has decided that she would prefer to be the Treasurer for the Friends and as such has provided a letter of resignation effective December 31, 2025.
- D. Casino 2025 – Received \$31,267.70 from recent casino. Next casino is scheduled for July, August or September, 2028.
- E. Surveys to be created to collect data for our Plan of Service which is due in June, 2026. Parkland will assist us.
- F. Staffing – Kelly Gibbons has been hired as our new manager. She has not started work yet, as Jessica was not available to train as promised. A new programmer has yet to be hired.

Correspondence and Reports

- i) Everyone is receiving the correspondence from Parkland regarding their upcoming conference and courses available.
- ii) Gen provided the Treasurer's report for June through to August 31st. She had some concerns about expenses over the summer months. Jessica requested reimbursement of \$130.20 for stamps. The stamps do not appear to be anywhere in the library. Also, there were a lot of program expenses for the summer. Wages were higher than normal due to the added summer staff. Did not receive a Canada Summer Jobs grant.

Elaine moved that cheque numbers 74 through to 85 be approved. Carried

- iii) Caroline advised that she had received a text from Jessica earlier in the day requesting a prepaid credit card to cover the cost of shipping books. Canada Post has removed the option for stamps and the only option was a credit card. Elaine moved that the request be denied. Deb seconded the motion. Carried.

Although Jessica resigned from her position, we do not have a resignation letter on file. After a lengthy discussion about what Jessica's role is at the library, Eddie moved that we write a letter of termination to Jessica and hand deliver it to her following the meeting. Carried.

Library Manager's Report

As there was no staff available for the meeting, no reports were provided.

Village Council Report

Elaine reiterated her advice about the appointment of board members as stated above.

Next meeting will be October 9, 2025 at 6 p.m.

As all matters were dealt with, the meeting was adjourned at 7 p.m.



Chairperson



Secretary