

FORESTBURG PUBLIC LIBRARY
Minutes of October 9, 2025

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

Caroline called the meeting to order @ 6:05 P.M.

Moved by Eddie that we accept the agenda. Carried.

The minutes from the June 12th meeting were reviewed. Elaine moved that we accept the minutes as presented. Carried

The minutes from the September 11th meeting were reviewed. The spelling of Kelly's last name was incorrect, should be Gibbins. Genevieve moved that we accept the minutes with the correction. Carried

The minutes of the September 19th emergency meeting were reviewed. Elaine moved that we accept the minutes as presented. Carried.

Action Items:

- A. Board Members – The village has advised that Municipal Affairs has indicated that Council should appoint board members and not approve them.
- B. Name Change - Caroline continues to work with ATB on the bank name change. Karla has now taken over the file and hopefully the change will take place soon.
- C. Plan of Service – currently collecting data.
- D. Staffing – The manager advised that Jennifer will now be the circulation desk attendant for 10 hours a week, Connor has been hired as the after school student for 10 hours a week, and Michelle has been hired as the programmer for 8 hours a week. Programmer expenses should be approximately \$300 a month.

Treasurer's Report

Genevieve presented the treasurer's report for the month of September. Deb moved approval of cheque numbers 86 and 87. Carried.

The draft 2026 Budget was presented. Will be requesting an increase in funding from the village of 3%. Sylvia moved approval of the draft budget. Carried.

Discussion about a Petty Cash account for program expenses. Elaine moved that we continue to purchase supplies in Forestburg if at all possible and that we do not open a petty cash account. Carried.

Manager's report

Currently seeking a grant to replace the flooring. Kelly will be speaking with the village about doing this and also with Parkland about their preferred use of flooring.

The library inventory will take place on November 5th. Jessica Dinan from Parkland will assist.

Kelly will continue with training on October 16th with Jessica Dinan from Parkland.

Discussion about security, having cameras or mirrors within the library so that the manager can view the whole library. Eddie moved that Kelly explore the use of cameras and the cost. Carried.

Extended hours – There have been requests for later hours at the library. Kelly proposed having hours as follows:

Tuesday, Wednesday and Friday – 10 – 5:30

Thursday – 12 – 7:30

Saturday – first Saturday of the month from 10 – 1.

Elaine moved that we change our hours as presented. Carried.

The stock room has been cleaned out.

Will be having a movie night on October 30th from 7 – 8:30.

Village Council Report

Previous manager did not present at the last council meeting.

Next meeting will be November 13, 2025 at 6 p.m.

As all matters were dealt with, the meeting was adjourned at 7:20 p.m.



Chairperson



Secretary