

## FORESTBURG PUBLIC LIBRARY

Minutes for February 5, 2026

**Present** – Elaine Fossen, Caroline Boddy, Deb Lundy, Eddie Reyven and Sylvia Jahns

Elaine called the meeting to order at 9:15 am.

Elaine presented the annual return report that Kelly had prepared. Carolyn moved we approve the report. Carried. Caroline will submit it.

Elaine is looking into insurance.

Ray McClure will bring the books in from the drop box and check them in.

Policies to work on – Caroline and Elaine

- Freedom of Information
- Hours of operation
- Resource sharing and library lending

Need – Orientation of staff

- User record confidential
- Personal Information Bank (PIB)

A Hazard Assessment needs to be done. Deb, Eddie and Sylvia will work on it.

The First Aid and Babysitting courses are cancelled. Elaine will call those who registered.

We need to change the hiring policy. The board will hire staff with the manager present.

Elaine will write contract letters.

Parkland needs our budget, Caroline will send it.

Jessica, at Parkland, will work on a Plan of Service for us and we will review it.

Meeting adjourned at 10:40 am.

Chairperson



Secretary

