

**Valleyview Library Board
Meeting Minutes
Wednesday, November 15, 2023 @ 5:30 p.m.**

In attendance: Adam Norris, Kelli Reimer, Debbie Stewart, Ken Wittig, Scott Biggin, Debbie Wedel, Kerri Danner, Christen Trofimenkoff

Regrets: Judy Smith, Louis Joseph

1. **Call to order**– Meeting was called to order by Adam Norris at 5:34 p.m.
2. **Welcome new trustee Ken Wittig** – Adam Norris welcomed new Library Trustee, Ken Wittig, who is also a Town Council representative, who was appointed to the Library Board at the Town Council organizational meeting held on October 23, 2023.
3. **Acceptance of Agenda** – Debbie Wedel made a MOTION to accept the agenda. All in favour. Carried.
4. **Adoption of Minutes** – Debbie Stewart made a MOTION to accept the minutes of the October 18, 2023 meeting. All in favour. Carried.
5. **VCLC Manager’s Report** – Christin Trofimenkoff presented her report the Grant Application to Alberta Advanced Education for the period covering 2024 - 2027. Debbie Wedel made a MOTION to accept the grant application and have Christin Trofimenkoff submit the application. Scott Biggin seconded the motion. All in favour. Carried. *Christin Trofimenkoff left the meeting at 6:11 p.m.*
6. **Financial Report** – Kerri Danner presented the current financial statements. Debbie Stewart made a MOTION to accept the Financial Reports as presented. Kelli Reimer seconded. All in favour. Carried.
7. **Library Manager’s Report** – Kerri Danner presented her report. Debbie Wedel made a MOTION to accept the report as information. All in favour. Carried.
8. **TOPICS FOR DISCUSSION**
 - 8.1. No new topics for discussion.
9. **ACTION ITEMS**
 - 9.1. **2024 to 2026 Plan of Service Review** – Review of the 2024 to 2026 Plan of Service was reviewed. Ken Wittig suggested amendments to the Land Acknowledgment placement/wording. Scott Biggin made a MOTION have Kerri Danner make the suggested amendments to the 2024 to 2026 Plan of Service and send to the board after completion for final approval by email. If no further changes are needed, Kerri Danner will submit the approved Plan of Service to the Public Library Services Branch. Kelli Reimer seconded the motion. All in favour. Carried.
 - 9.2. **Review Policy 400.1 – Violence and Harassment in the Workplace** – In response to an anonymous allegation made in the online 2023 Community Needs Assessment Survey, the Board reviewed the allegation and Policy 400.1 to ensure that policy/procedure had been handled appropriately. Upon review, the Board decided that Library staff and management had handled the alleged incident appropriately, however, Chair Adam Norris will follow up with

RCMP to officially report the allegation on behalf of the Board. Scott Biggin made a MOTION to have Kerri Danner forward Section 400 of the Policy Manual for a thorough review by the Board. Debbie Stewart seconded the motion. All in favour. Carried.

10. **General Discussion**

- 10.1. Town of Valleyview – Ken Wittig reported on the public meeting held Nov. 14, 2023.
- 10.2. MD of Greenview Library Board – Judy Smith was unable to attend.
- 10.3. Trustee comments – Debbie Wedel reminder of meeting on Thursday, Nov. 16 about the planned new K-12 School.

11. **Next Meeting:** **Wednesday, January 17, 2024 at 5:30 p.m. (Potluck)**

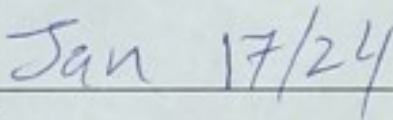
12. **Adjournment** – Scott Biggin made a MOTION to adjourn at 7:11 p.m. All in favour. Adjourned.



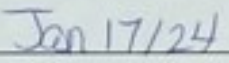
Chair



Secretary



Date



Date