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**ALBERTA LIBRARY TRUSTEES ASSOCIATION  
BOARD OF DIRECTORS MEETING  
November 21, 2024  
Online via Zoom  
7:00 p.m. – 9:00 p.m.**

- 1. Call to Order ..... Hank**
  - 2. Adoption of Agenda ..... Hank**
  - 3. Approval of Minutes**
    - 3.1. Approve Board of Directors meeting minutes of 2024-10-17 ..... Hank
  - 4. Items for Decision**
    - 4.1. Vice-President and Treasurer Appointment ..... Hank
    - 4.2. 2025 Budget ..... Hank
      - 4.2.1. Draft Budget
  - 5. Items for Discussion**
    - 5.1. Member Cancellation Letters ..... Hank
    - 5.2. Website ..... Hank
    - 5.3. Coffee Chats ..... Hank
  - 6. Items for Information**
    - 6.1. President's report (verbal) ..... Hank
    - 6.2. Unaudited financial statements for the period ending 2024-10-31 ..... Hank
    - 6.3. Stronger Together Update ..... Hank
  - 7. Next Meeting Dates**

Meetings are generally held on the 3<sup>rd</sup> Thursday of the month. Meetings will start at 7:00 p.m. unless otherwise noted.
  - 8. Adjournment ..... Hank**
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**ALBERTA LIBRARY TRUSTEES ASSOCIATION  
BOARD OF DIRECTORS MEETING  
October 17, 2024  
Zoom meeting  
7:00 p.m. – 9:00 p.m.**

**ONLINE:**

Hank Smit – Acting President  
Barb Gilliat  
Melody Christofferson  
Doug Logan  
Sandra Marin  
Cole Boychuk – Recorder  
Renee LeBlanc – TAL Staff

**Regrets:**

Vic Mensch  
Barb Smith  
Gillian Hynes  
Aaron Noga  
Brad Pearson  
Natasha Roberts  
Bill Windsor

**1. Call to Order**

As a quorum was present, the Acting President called the meeting to order at 19:05 hours.

**2. Adoption of Agenda**

There were no additions, amendments, or deletions to the agenda.

**MOTION No. 2024-029: The agenda is approved as presented.**

**Moved by: B. Gilliat..... CARRIED UNANIMOUSLY**

**3. Approval of Minutes**

3.1 Approve Board of Directors meeting minutes of 2024-07-18.

**MOTION No. 2024-030: To approve the Board of Directors meeting minutes of 2024-07-18 as amended.**

**Moved by: M. Christofferson..... CARRIED UNANIMOUSLY**

**4. Item for Decision**

**4.1 Appointment of President, Vice President, & Treasurer**

Hank Smit was nominated

**MOTION No. 2024-031: That Hank Smit be appointed as President of the Board of Directors and the Alberta Library Trustees Association.**

**Moved by: S. Marin ..... CARRIED UNANIMOUSLY**

**MOTION No. 2024-032: To move the election of Vice-President and Treasurer to next meeting.**

**Moved by: B Gilliat ..... CARRIED UNANIMOUSLY**

#### 4.2 ALTA Banking

**MOTION No. 2024-033: Contact the TD Bank to add online banking to manage the ALTA bank account and to make payments to vendors.**

**Moved by: M. Christofferson Seconder: D. Logan ..... CARRIED UNANIMOUSLY**

### 5. Items for Discussion

#### 5.1 Coffee Chats

H. Smit to host the November 2024 coffee chat about HR related issues. The rest of the chats will be discussed at the next meeting. B. Gilliat to potentially do a How to be a Chair topic in January 2025.

**Action Item:** H. Smit to put together a list of past topics to send out to the Board members ahead of the next meeting.

#### 5.2 Stronger Together Library Conference

**MOTION No. 2024-034: To pay \$3750 up front and \$3750 in Spring 2025 in accordance with the MOU to participate in Stronger Together 2025.**

**Moved by: M. Christofferson Seconder: B. Gilliat ..... CARRIED UNANIMOUSLY**

#### 5.3 Documentation Review

**Action Item:** H. Smit to figure out a way for the Board to access and work on ALTA policy/procedures and promotional materials.

**Action Item:** H. Smit to work with C. Boychuk to update the ALTA website.

### 6. Items for Information

#### 6.1 Unaudited financial statements for the period ending September 30, 2024

**Action Item:** R. LeBlanc to develop a draft budget and send it out ahead of the next meeting.

## **7. Next Meeting Dates**

Meetings will be held on the 3<sup>rd</sup> Thursday of the month, excluding July, August, and December. All meetings will start at 7:00 p.m. unless otherwise noted.

## **8. Adjournment**

H. Smit declared the meeting adjourned at 19:46 hours.

## **Approval**

of the minutes on

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Date

Hank Smit  
President

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## **Appointment of Vice-President, and Treasurer**

### **ISSUE**

Appoint a Vice-President and Treasurer of the Board of Directors.

### **BACKGROUND**

The typical duties of the executive officers are:

#### **President**

- Chairs the meetings of the Board of Directors, including setting the agenda
- Chairs the Annual General Meeting
- Constructs and seeks approval of the board calendar
- Constructs board meeting agendas and provides information for board information packages
- Works closely with the administrative and financial services provider (currently The Alberta Library, or TAL)
- Serves as an official spokesperson for ALTA and represents ALTA at official functions
- Participates in orientations for new Directors
- May have signing authority for ALTA, as defined by policies
- Presents the Board of Directors report to the Members
- Ensures policy decisions added to policy manual
- Maintains a list of board members

#### **Vice-President**

- Acts in the Presidents place when the President is absent
- Helps construct board meeting agendas and take minutes of meetings
- Serves as a representative of ALTA at official functions
- Votes as a member of the Board of Directors
- Elected by the Board from amongst its members
- Organize director and member meetings
- Maintain company records
- Ensuring compliance with governance laws, meet requirements of regulatory authorities

#### **Treasurer**

- Supervise the organization's financial condition
- Presents the budget and financial reports to the Board
- Coordinates the independent annual review of ALTA's books
- Presents the financial statements to the members at the AGM
- May have signing authority for ALTA, as defined by policies

### **CONSIDERATIONS**

The Alberta Library (TAL) assists with these duties as defined in the Engagement Letter with TAL.

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**PROPOSED MOTIONS**

**MOTION:** That \_\_\_\_\_ be appointed as Vice-President of the Board of Directors and the Alberta Library Trustees Association.

**MOVED BY:** \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_

**MOTION:** That \_\_\_\_\_ be appointed as Treasurer of the Alberta Library Trustees Association.

**MOVED BY:** \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_

## **2025 Budget**

### **ISSUE**

The Board needs to accept the budget for 2025.

### **BACKGROUND**

The draft budget was sent out ahead of the current meeting for review. A line was added on Nov 18, 2024 to allow for a membership fee raffle for one member.

**PROPOSED MOTION: To accept the 2025 budget as [presented/amended].**

**MOVED BY:** \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_

### *Attachments (if any)*

- *Draft 2025 Budget*

Alberta Library Trustees Association  
 Draft 2025 Budget

	Projected to Dec 31, 2024	2024 Budget	Variance to Budget	Draft 2025 Budget	Budget Notes
Fund Balance, Beginning of Year	36,706	36,706	-	41,476	Projected Accumulated Surplus on January 1, 2025.
Revenue					
4102 · Lorne McRae Grant	977	-	977	-	
4201 · Membership Fees	21,395	25,000	(3,605)	22,000	Assume memberships increase with marketing campaign.
Total Revenue	22,372	25,000	(2,628)	22,000	
Expense					
6000 · Administration Expenses					
6003 · Insurance	1,328	1,250	78	1,330	Directors & Officers liability insurance consistent with last year's total cost.
6007 · Website & Domain Name	126	-	126	-	
6008 · Bank & Merchant Fees	150	500	(350)	500	Fees incurred when membership fees paid by credit card.
6011 · Communications	386	500	(114)	2,500	Funds to hire communcation consultant for marketing purposes.
6013 · Software Subscriptions	232	220	12	220	Web hosting for ALTA website & Zoom subscription.
Total 6000 · Administration Expenses	2,223	2,470	(247)	4,550	
6100 · Contract Services					
6101 · Audit Fees	200	150	50	150	Annual audit fee.
6103 · Admin & Finance	13,100	12,915	185	12,915	Administrative and bookkeeping services per contract with The Alberta Library.
Total 6100 · Contract Services	13,300	13,065	(235)	13,065	
6200 · Board Expenses					
6201 · Annual General Meeting	-	300	(300)	-	AGM is held via Zoom, no budget required.
6202 · Trustee Recognition	-	250	(250)	250	
6203 · Membership to Affiliate Orgs	-	550	(550)		No budget needed for this.
6204 · Conferences & Travel	-	-	-	1,500	Travel costs for Board members to present at Regional Library Conferences in Alberta.
6205 · Member Recognition	-	-	-	800	Refund membership fee in lottery up to value of \$800.
Total 6200 · Board Expenses	-	1,100	(1,100)	2,550	
6300 · Trustee Projects					
6304 · Trustee Awards	-	250	(250)	-	Will ALTA be giving out awards in 2025?
6306 · Trustee Resources	-	615	(615)	-	Will ALTA be purchasing or producing phamlets for trustees?
6309 · Stronger Together Conference	2,079	7,500	(5,421)	7,500	Contribution to Stronger Together Library Conference. May receive some funds back.
Total 6300 · Trustee Projects	2,079	8,365	(6,286)	7,500	
Total Expense	17,602	25,000	(7,398)	27,665	
Surplus/(Deficit)	4,770	-	4,770	(5,665)	
Projected Fund Balance, End of Year	41,476	36,706	4,770	35,811	Projected Ending Reserve Balance on December 31, 2025.



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## Membership Cancellation Letters

### ISSUE

Camrose Public Library and Crowsnest Community Library have both given notice to cancel their memberships.

What does this imply? What should we do about them, if anything?

### ATTACHMENTS

----- Original Message -----

Subject: ALTA

Date: 2024-11-01 14:17

From: Alyssa Martin <amartin@prl.ab.ca>

To: "president@librarytrustees.ab.ca" <president@librarytrustees.ab.ca>

Cc: Cheryl Hamel <cheryl@prl.ab.ca>

Hello,

Camrose Public Library will not be renewing our ALTA membership this year.

Thank you, and I hope you have a nice weekend.

Alyssa Martin (She/Her)

MLIS, BFA

Director, Camrose Public Library

p. 780.672.4214 fb. Camrose Library [1] t. camroslibrary [2] in.  
camrosebookbike [3]

----- Original Message -----

Subject: RE: ALTA Membership Invoice

Date: 2024-11-01 11:25

From: Diane DeLauw <ddelauw@crowsnestpasslibrary.ca>

To: "president@librarytrustees.ab.ca" <president@librarytrustees.ab.ca>

Thanks for including us, but my Board does not use the services and does not see value in the membership.

We will not be members again this year.

\_Diane deLauw\_

\_Library Manager\_

\_Crowsnest Community Library\_

\_403-562-8393\_

## **Website Update**

### **ISSUE**

The website is very out of date. The executive needs to be updated on the site.

### **QUESTIONS**

What about contact information? Thoughts?

## Coffee Chats

### ISSUE

Need to assign Board members to months and choose topics.

### BACKGROUND

Nov 2022: Presenting your budget to your municipal council

April 2023: So you've been appointed to the board

May 2023: Recruiting New Board Members

Feb 2024: Your 2024 Budget and Funding

March 2024: Your 2024 Budget and Funding

April 2024: Employee Recruitment/ Employee Relations

### CURRENT STATUS

"H. Smit to host... a coffee chat about HR related issues. B. Gilliat to potentially do a How to be a Chair topic in January 2025." - From 2024-10-17 minutes.

## Alberta Library Trustees Association

Operating Fund Actual vs Budget	Jan - Oct 2024	Forecasted Revenue & Expenses	Projected to Dec 31, 2024	Budget	Variance to Budget	Notes
Fund Balance, Beginning of Year	36706.02		36,706.02	36,706.02	0.00	
Revenue						
4102 • Lorne McRae Grant	977.00	0.00	977.00	-	977.00	
4201 • Membership Fees	21,395.00	0.00	21,395.00	25,000.00	(3,605.00)	less membership fees collected than planned
Total Funds Available	22,372.00	0.00	22,372.00	25,000.00	(2,628.00)	
Expense						
6000 • Administration Expenses						
6003 • Insurance	1,106.70	221.34	1,328.04	1,250.00	78.04	insurance cost slightly higher than budget
6007 • Website & Domain Name	126.26	0.00	126.26	-	126.26	did not budget for domain name for website
6008 • Bank & Merchant Fees	150.01	0.00	150.01	500.00	(349.99)	credit card merchant fees lower due to less membership fees paid by credit card
6011 • Communications	386.36	0.00	386.36	500.00	(113.64)	milage and hotel for Jenn Anheliger to attend Marigold Library Conference on behalf of ALTA
6013 • Software Subscriptions	232.14	0.00	232.14	220.00	12.14	annual fee for Zoom subscription
Total 6000 • Administration Expenses	2,001.47	221.34	2,222.81	2,470.00	(247.19)	
6100 • Contract Services						
6101 • Audit Fees	200.00	0.00	200.00	150.00	50.00	annual fee for financial review
6103 • Admin & Finance	10,885.50	2,214.00	13,099.50	12,915.00	184.50	cost of contract with The Alberta Library
Total 6100 • Contract Services	11,085.50	2,214.00	13,299.50	13,065.00	(234.50)	
6200 • Board Expenses						
6201 • Annual General Meeting	0.00	0.00	0.00	300.00	(300.00)	
6202 • Trustee Recognition	0.00	0.00	0.00	250.00	(250.00)	
6203 • Membership to Affiliate Orgs	0.00	0.00	0.00	550.00	(550.00)	not budgeted for in 2025
Total 6200 • Board Expenses	0.00	0.00	0.00	1,100.00	(1,100.00)	
6300 • Trustee Projects						
6302 • Trustee Education Development	0.00	0.00	0.00	-	0.00	
6304 • Trustee Awards	0.00	0.00	0.00	250.00	(250.00)	
6306 • Trustee Resources	0.00	0.00	0.00	615.00	(615.00)	
6309 • Stronger Together Conference	7,500.00	(5,420.75)	2,079.25	7,500.00	(5,420.75)	refunded portion of contribution to conference, total cost for ALTA \$2,079.25
Total 6300 • Trustee Projects	7,500.00	-5,420.75	2,079.25	8,365.00	(6,285.75)	
Total Expense	20,586.97	-2,985.41	17,601.56	25,000.00	(7,398.44)	
Surplus/(Deficit)	1,785.03	2,985.41	4,770.44	-	4,770.44	forecasting a surplus of \$4,770.44 for 2024
Projected Fund Balance, End of Year	38,491.05	2,985.41	41,476.46	36,706.02	4,770.44	

# Alberta Library Trustees Association

## Balance Sheet

As of 31 October 2024

### ASSETS

#### Current Assets

##### Chequing/Savings

1100 · TD Chequing Account 37,881.23

Total Chequing/Savings 37,881.23

##### Accounts Receivable

1300 · Accounts Receivable 125.00

1305 · GST Rebate Receivable 113.89

Total Accounts Receivable 238.89

##### Other Current Assets

1200 · Prepaid Expenses 608.73

Total Other Current Assets 608.73

Total Current Assets 38,728.85

#### Fixed Assets

1500 · Computer Equipment 4,832.90

1505 · Accum Amort - Computer Equip (4,832.90)

1510 · Furniture & Fixtures 900.00

1515 · Accum Amort - Furniture (900.00)

Total Fixed Assets 0.00

**TOTAL ASSETS 38,728.85**

### LIABILITIES & FUND BALANCE

#### Liabilities

##### Current Liabilities

##### Other Current Liabilities

2000 · Accounts Payable 237.80

Total Other Current Liabilities 237.80

Total Current Liabilities 237.80

Total Liabilities 237.80

#### Funds

3100 · Operating Reserve Fund 38,491.05

Total Fund Balance 38,491.05

**TOTAL LIABILITIES & FUND BALANCE 38,728.85**

## **Stronger Together Update**

### **BACKGROUND**

Last meeting the ALTA Board moved to join Stronger Together for 2025 and to pay the 7500\$ seed cost.

### **CURRENT STATUS**

- Focus Communications increased their fee for managing the conference.
- Would like to sell out a 500 persons next year.
- First Stronger Together planning meeting set for December 9, 2024. A draft budget will be presented.