

**Canmore Library Board Minutes**  
**Regular Meeting on Thursday, February 24<sup>th</sup>, 2022**

**CALL TO ORDER: 6:31pm**

**In Attendance:** S. Al-Abbasi, G. Carling, V. Domingo, W. Fung, D. Balmain, E. Lyster, J. MacAulay, K. Marra, K. Wahl, M. Preston, T. Madge

**Chaired by:** G. Carling

**Absent:** A. Baker

**WELCOME & OPENING REMARKS**

Freedom to Read week was acknowledged.

**ACTION: All Board members were asked to verify that their library membership is up to date and to also consider purchasing a Friends of the Library membership.**

**Library snapshot:** A video recap of the 50<sup>th</sup> Anniversary celebrations was included in the consent agenda.

**22-02-01 MOTION:** K. Wahl moved to accept the agenda as amended. Seconded: K. Marra. **CARRIED.**

**22-02-02 MOTION:** G. Carling moved to accept the consent agenda. Seconded: S. Al-Abbasi. **CARRIED.**

**22-02-03 MOTION:** J. MacAulay moved to accept the minutes of the January 27<sup>th</sup>, 2022 meeting. Seconded: D. Balmain. **CARRIED.**

**LIBRARY REPORTS & CONTINUING BUSINESS**

**Library Director's Report (as submitted):** M. Preston entertained questions from the Board regarding the monthly report. The Library is looking forward to reopening and getting back to normal levels of service. The insurance policy coverage was discussed.

**Unexpected Revenue Donations:**

**ACTION: The Audit and Finance Committee has been tasked to draft a policy for the March meeting.**

**NEW BUSINESS**

**22-02-04 MOTION:** V. Domingo moved to approve the 2021 annual report as presented. Seconded: K. Wahl. **CARRIED.**

**Policy Review/Updates:**

**22-02-05 MOTION:** J. MacAulay moved to accept the Health & Safety Policy as amended. Seconded: K. Marra. **CARRIED.**

**22-02-06 MOTION:** D. Balmain moved to accept the Staff Children in the Workplace Policy as presented. Seconded: K. Wahl. **CARRIED.**

**22-02-07 MOTION:** D. Balmain moved to accept the Emergency Closure & Staff Remuneration Policy, pending Audit and Finance Committee approval. D. Balmain Seconded: J. MacAulay. **CARRIED.**

The draft Vaccination Policy was reviewed from a legal perspective but further Board discussion has been put on hold pending any changes to Provincial and Municipal guidelines once final pandemic restrictions are lifted.

#### **OTHER REPORTS**

**Friends of the Library:** The Friends Book Sale is tentatively scheduled to take place April 21<sup>st</sup>-23<sup>rd</sup>.

**Marigold:** The last Marigold meeting was held January 29<sup>th</sup>. The levy rates will be increased in the future and Marigold will be sending out documentation to Town Councils with more information. R. Reid presented a summary of her activities over the last 2 years. The Marigold Workshop will be held May 11<sup>th</sup> in Calgary.

**Endowment Fund:** The Endowment Fund Working Group is scheduled to meet on March 1<sup>st</sup>.

#### **COUNCIL UPDATE**

K. Marra reported that Council has completed two days of strategic planning, with one more day scheduled for March. Paid parking is going to be implemented soon in Canmore. There is a public hearing scheduled for March 1 regarding Lawrence Grassi development. S. Caudill has been hired as the new CAO.

#### **FINANCIAL UPDATE**

The 2021 December financials were presented as information.

#### **CORRESPONDENCE**

Marigold February Newsletter (sent electronically)

Marigold Letter: 2022 Shared Collections Budget

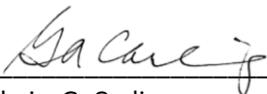
Marigold Letter: 2022 Numbers

BCCF Guide to Giving

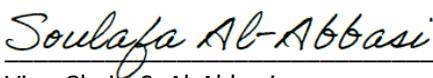
Letter from Minister McIver to Library Boards on Budget 2022

Meeting adjourned at 7:33pm.

Date of next regular meeting: Thursday, March 24<sup>th</sup>, 2022 at 6:30pm

  
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Chair: G. Carling

  
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Vice-Chair: S. Al-Abbasi

#### **ACTIONS:**

- All Board members are asked to verify their library membership is up to date and to also consider purchasing a Friends of the Library membership.
- The Audit and Finance Committee has been tasked with drafting a policy for Unexpected Revenue Donations for the March meeting.