

**Canmore Library Board Minutes
Regular Meeting on Thursday, November 23, 2023**

CALL TO ORDER: 6:30pm

In Attendance : G. Carling, D. Saunderson*, K. Marra, D. Balmain, M. Preston,
A. Hiller, W. Fung, C. Peter, N. Bonsteel, D. Wolfe, V. Domingo*, D. Liwanag*,
(*via Zoom)

Absent:

Chaired by: G. Carling

WELCOME & OPENING REMARKS

G. Carling called the meeting to order and acknowledged the new members. Introductions were completed.

23-11-01 MOTION: K. Marra moved to accept the consent agenda. 2nd W. Fung. **CARRIED.**

23-11-02 MOTION: D. Balmain moved to accept the agenda as amended. 2nd D. Wolfe. **CARRIED.**

SNAPSHOT: Minister's Award: PR Video

M. Preston explained the Minister's Award for our Community Swaps programs. The PR video was shared. The video will be made available to the public on the Library website and YouTube Channel.

23-11-03 MOTION: D. Saunderson moved to accept the Minutes from the October 26, 2023 meeting as presented. 2nd D. Balmain. **CARRIED.**

FINANCIAL UPDATE

V. Domingo presented the October 2023 financials. The library's operational budget is in good standing year-to-date. Discussion was had about some 2023 budget carry-over to 2024. The library is still catching up on a staffing shortage after Covid. Most of the anticipated surplus in 2023 will be for salaries and wages. The library is operating in a prudent and practical manner and in good shape to meet current and future obligations.

Staff Vacation Report: M. Preston reported most staff have taken their allotted vacation days. There will be minimal carry-over into 2024 in regard to vacation accruals.

LIBRARY REPORTS & CONTINUING BUSINESS

Library Director's Report (as submitted): M. Preston presented the report as written. M. Preston & A. Hiller described the Programs coming up in December as well as the Community Swaps partnership with the Homelessness Society of the Bow Valley. Discussion was had about the Marigold Making a Difference Awards. Submissions are due January 26th, 2024. Discussion was also had about staff first aid training. The training is scheduled for January 8th, 2024.

Library Bylaws: Fines

As per the new Strategic Plan of Service, the library is going fine free in January. This change needs to be reflected in the library's Bylaws and any updates to the Bylaws also need to be provided to Council. M. Preston described the changes to the fine structure outlined in Schedule C in the Bylaws. All references in the Bylaws to overdue fines and associated payments have been removed. Lost and Damage charges will still apply. M. Preston has met with the Marigold consultant and HQ will initiate the necessary changes required in Polaris. Discussion was had about the transition to fines free in January

in-regards to accounts with fines prior to 2024. It was agreed that all overdue fines will be waived beginning January 1st, 2024.

Discussion was had regarding the management of items that are not returned. M. Preston explained that the Lost and Damaged Clerk attends this process and procedures are in place to handle these situations, including the use of a collection agency.

ACTION: M. Preston will forward a copy of the updated Bylaws to Council.

Room Rentals: G. Carling explained that room rental rates are found in Schedule E in the Bylaws. M. Preston commented on the rental revenue coming from the current fee structure. The current rental fee structure aligns with the Town of Canmore's fee structure for space use and provides consistency with the rest of Elevation Place. It was also discussed that the need for gathering and meeting spaces in Canmore is significant. Discussion was had about organizations or groups that partner with the library in some capacity could have fees waived or reduced to provide an incentive to build a partnership. It was agreed that the Library Director's discretion to waive room rental fees will be increased. The library will collect data for six months to track the use of the rooms to gather information regarding occupancy (Who is using the rooms? Who is making inquiries?). K. Marra will send a current report from the Town regarding the use of Town facilities.

23-11-04 MOTION: G. Carling moved that the Library eliminate overdue fines effective January 1, 2024 and to accept the Bylaws as amended. 2nd N. Bonsteel. **CARRIED.**

ACTION: M. Preston will collect data on the use of the Program Room and Meeting Room.

ACTION: K. Marra will send a current report from the Town regarding the use of Town facilities.

Strategic Plan of Service: M. Preston described and presented the new Strategic Plan of Service and outlined the specific roles and responsibilities of the Board in implementing this plan.

NEW BUSINESS

Library Policy 2.3: Gifts and Donations

W. Fung described the change of the review date.

23-11-05 MOTION: D. Balmain moved to accept the Gifts and Donations Policy as amended. 2nd C. Peter. **CARRIED.**

Committee Appointments/Slate of Officers

M. Preston shared that there are 3 signing officers and 2 staff with signing authority on the library accounts: the Chair, the Vice Chair, the Treasurer, the Library Director, and the Assistant Librarian. The Library can update the signing authorities with the bank once the minutes are approved.

23-11-06 MOTION: G. Carling moved to approve the 2023 – 2024 slate of officers and committee appointments as circulated and summarized below
2nd W. Fung. **CARRIED.**

CHAIR	Glynis Carling
VICE CHAIR	Doreen Saunderson
TREASURER	Vijay Domingo
CORRESPONDING SECRETARY	Doreen Saunderson

MARIGOLD TRUSTEE	Norah Bonsteel*
MARIGOLD ALTERNATE	Doreen Saunderson*
FRIENDS LIAISON	Glynis Carling, Doreen Saunderson, Donna Balmain
	*to be confirmed – Council appointment required

Committees – lead positions shown in bold; Chair is ex-officio member of all committees

Bylaw & Policy

Willy Fung
Chesa Peter
Danielle Liwanag

Strategic

Donna Balmain
Norah Bonsteel
Darrah Wolfe

Audit & Finance

Vijay Domingo
Willy Fung
Doreen Saunderson
Danielle Liwanag
Darrah Wolfe

Endowment Fund Management

Subcommittee of Audit & Finance
Vijay Domingo

Board Development

Glynis Carling
Doreen Saunderson

Evaluation

Glynis Carling
Doreen Saunderson

Endowment Fund

Working Group

Library Board -

Glynis Carling
Chesa Peter

Compensation

Subcommittee of Audit & Finance

Vijay Domingo
+1 volunteer to be determined when
the comparative data are released

Library -

Michelle Preston

Friends of the Library -

Linda Korsbrek
Carla Cumming Sojonky

Staff Christmas Gift

G. Carling explained the Board covers an annual per person Christmas gift for the staff. Staff have planned a team building group meal with new staff included. Discussion was had regarding the amount. It was agreed to increase the gift to \$70.00 per person. This includes the cost of a meal and gratuity. Staff members pay for alcoholic beverages and their own guest.

23-11-07 MOTION: G. Carling moved to amend the current gift to \$70.00. 2nd K. Marra. **CARRIED.**

OTHER REPORTS

Committee Reports (as required): G. Carling encouraged all committees to meet before the January 25, 2024 meeting.

Strategic Committee: No report

Policy Committee: No report. G. Carling highlighted that webinars for boards are being offered on January 28th and January 30th, 2024. More information to come.

Friends of the Library: G. Carling shared that \$5,600.00 was raised during the four-day book sale. The Friends reported 186 volunteer hours. There will be an article about the book sale and the Friends of the Library 30th Anniversary in the Outlook newspaper.

Endowment Fund: G. Carling reported that the campaign is underway. The Library is posting excellent social media posts. The goal is to match funds of \$34,000. Currently, the funds total \$7,500.

Marigold: G. Carling attended the last meeting as a guest since we do not have an official representative yet. Marigold is considering a 5% levy increase to municipalities. This will be discussed at the January

2024 meeting. Marigold is focusing on increasing library memberships. They have signs on the courier trucks for this. The new e-resource is Kanopy Plus. A Marigold representative and alternate will need to be appointed by Council and M. Preston will provide their names to the Town Clerk.

ACTION: The Board will select a Marigold Representative and alternate to recommend for appointment By Council.

ACTION: M. Preston will send the names to the Town clerk.

Council Update: K. Marra shared that the Town has approved the ASP for Palliser. This is a non-market housing initiative. The Town is working on planning a vibrant town center and looking for participation for input with this. The Community Monitoring report / community profile is posted online and focusses on how the Town is accomplishing their strategic plan. The Town has updated the Land Acknowledgement. The Library will update the Land Acknowledgement to remain consistent.

ACTION: M. Preston will see that an update is made to the wording of the Library's Land Acknowledgement to align with the Town's recent update.

CORRESPONDENCE:

- Marigold November Newsletter (sent electronically)

In Camera Session:

2023-11-08 MOTION: G. Carling moved to go in-camera. 2nd W. Fung. **CARRIED.**


2023-11-09 MOTION: W. Fung moved to go out of in-camera. 2nd D. Balmain. **CARRIED.**

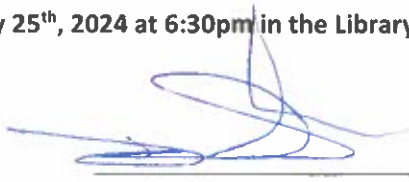
2023-11-10 MOTION: G. Carling moved that the Board accept the report of the Evaluation Committee and that the Board award bonus pay to the Library Director as discussed with instructions by the Chair to follow. 2nd K. Marra. **CARRIED.**

2023-11-11 MOTION: D. Wolfe moved to adjourn the meeting. 2nd D. Liwanag. **CARRIED.**

Meeting adjourned at 8:30pm.

Date of next regular meeting: Thursday, January 25th, 2024 at 6:30pm in the Library Meeting Room and via Zoom.


Chair : G. Carling


Vice Chair: D. Saunderson

ACTIONS:

- M. Preston will forward a copy of the updated Bylaws to Council.
- M. Preston will collect data on the use of the Program Room and Meeting Room.
- K. Marra will send a current report from the Town regarding the use of Town facilities.
- The Board will select a Marigold Representative.
- M. Preston will send the name of the new representative to the Town clerk.
- M. Preston will update the Library's Land Acknowledgement to align with the Town.