

**Canmore Library Board Minutes
Regular Meeting on Thursday, October 26, 2023**

CALL TO ORDER: 6:30pm

In Attendance : G. Carling, J. MacAulay, D. Saunderson, K. Marra*, D. Balmain, M. Preston,
A. Hiller, R. Yeager*, (*via Zoom)

Absent: V. Domingo, W. Fung, N. Miles, S. Al-Abbasi

Chaired by: G. Carling

WELCOME & OPENING REMARKS

G. Carling called the meeting to order and acknowledged the members that are not returning and thanked them for their service to the library.

G. Carling made an addition to the Agenda in Item 11: In Camera Session: The Evaluation Committee Report.

23-10-01 MOTION: D. Balmain moved to accept the agenda as amended. 2nd J. MacAulay. **CARRIED.**

23-10-02 MOTION: D. Saunderson moved to accept the Minutes from the September 28, 2023, meeting as presented. 2nd D. Balmain. **CARRIED.**

LIBRARY REPORTS & CONTINUING BUSINESS

Library Director's Report (as submitted): M. Preston described the Strategic Plan of Service PR video on the website and played it for the Board. The video has been live for a couple weeks. There has not been any feedback or comments from the community. Posters about the Strategic Plan of Service have also been posted in the library. Library staff were satisfied and happy with the plan.

M. Preston shared that the Adopt-A-Magazine Fundraiser was going to begin soon. Letters will be going out to community members and sponsors. The Library is moving to a subscription service to streamline the in-house magazine renewal process and provide increased access to statistics. As our first invoice will include the cost of 2024 renewals, our budget for periodicals this year will be higher than planned, however funds raised by the Adopt-a-Magazine will help to offset the additional cost.

Board Appointments (as submitted):

G. Carling shared the new Board appointments: N. Bonsteel – 3yr term, D. Liwanag – 2yr term, C. Peter – 1yr term, D. Wolfe – 3yr term. G. Carling is returning for a 3yr term, and K. Marra is returning as our Council Representative.

G. Carling reported that the new Board Member orientation has been scheduled for November 4th, 2023. The new members should be invited to the Volunteer Appreciation. The new members will attend the November 23rd, 2023, Board meeting. G. Carling has thanked the applicants that were not selected and recommended opportunities for these applicants to join other groups such as Friends of the Library.

ACTION: M. Preston will invite the new Board members to the volunteer appreciation event.

NEW BUSINESS:

Library Bylaws: The Removal of Fines: M. Preston explained, to remove overdue fines as per the new Strategic Plan of Service, the Board needs to update the Bylaws, then the Bylaws need to be accepted by Town Council and filed with Municipal Affairs, the Public Library Services Branch. The library will also need to coordinate with Marigold regarding updating fine codes in Polaris. There will be a period of advertising and organization. We would like to have the process completed for January 2024. Fines Removal will be added to the November meeting agenda. The Library Bylaws are on Sync and the 'Schedule c' section will need to be updated.

G. Carling mentioned that the Board also needs to recommend a new Marigold representative and alternate to be appointed by Council as soon as possible and preferably at the Council meeting on December 5th, 2023.

ACTION: M. Preston will reach out to the Municipal Clerk, regarding the update to the Library Bylaws as well as the new Marigold representative appointment and getting space on the Town of Canmore meeting December 5th, 2023, agenda.

ACTION: Board Members will review the Schedule C section of the Bylaws.

Insurance Pre-renewal: The Library insurance provider is AMSC (Alberta Municipal Services Corporation). This insurance is for general operations. M. Preston has completed the policy questionnaire. AMSC will send a new policy and invoice for 2024. G. Carling asked if there could be any implications for the finance committee. M. Preston responded that this could be possible if there are any substantial policy cost changes or if an item of concern arises. There is no indication yet that this will happen. More information will be available at the January 2024 Board meeting.

Committee Report: Terms of Reference Update: G. Carling reported that this is a check-in, in terms of process. Each committee has reviewed their terms. The terms can be changed if needed. The Strategic Committee is working on completing the review.

OTHER REPORTS

Strategic Committee: D. Balmain commented that the Strategic Plan of Service video was very good.

Policy Committee: No Policies to review this month.

Friends of the Library:

G. Carling reported that the AGM was held on October 17th at the Library. The Fall Book Sale is scheduled for November 16th-19th.

Endowment Fund: G. Carling reported that the campaign begins Nov 1st, 2023. There are matching donations of \$34,000.00. Spread the word by liking and sharing the social media campaign posts.

Marigold: J. MacAulay reported that the next meeting is on November 18th, 2023, and will be virtual. J. Muckle is the new contact person at Marigold for Canmore. J. MacAulay will send a note to J. Muckle about the Board appointing a new representative and sending the meeting package for the November meeting to G. Carling. There are six meetings per year at Marigold HQ in Strathmore. The annual conference is good for networking and enjoyable.

Council Update: K. Marra reported that the town had an organizational meeting. The Finance meeting is on October 31st, 2023, and it is going to focus on amendments to the current budget.

FINANCIAL UPDATE

M. Preston presented the September 2023 financials as information.

The library's operational budget is in good standing year-to-date. The library is operating slightly underbudget considering being under-staffed this year. M. Preston and A. Hiller are currently working on year-end orders. Any surplus will be applied to next year's budget as planned.

Lease Agreement: M. Preston reported that the lease agreement was reviewed as per the annual review schedule, and that there are no changes or concerns to note.

CORRESPONDENCE:

- Marigold October Newsletters (sent electronically)

In Camera Session:

2023-10-03 MOTION: J. MacAulay moved to go in-camera. 2nd D. Balmain. **CARRIED.**

2023-10-04 MOTION: D. Balmain moved to go out of in-camera. 2nd J. MacAulay. **CARRIED.**

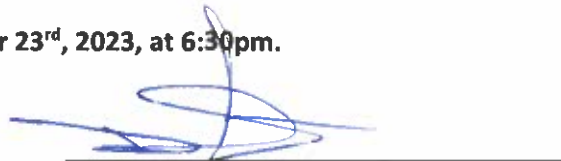
2023-10-05 MOTION: G. Carling moved to adjourn the meeting. 2nd D. Saunderson. **CARRIED.**

Meeting adjourned at 7:30pm.

Date of next regular meeting: Thursday, November 23rd, 2023, at 6:30pm.



Chair : G. Carling



Director : D. Saunderson

ACTIONS:

- M. Preston will invite the new Board members to the volunteer appreciation event.
- M. Preston will reach out to the Municipal Clerk, Cheryl Hyde, regarding the update to the Library Bylaws as well as the new Marigold representative appointment and getting space on the Town of Canmore meeting December 5th, 2023, agenda.
- Board Members will review the Schedule C section of the Bylaws prior to the November 23rd, 2023, meeting.

