

**Canmore Library Board Minutes
Regular Meeting on Thursday, September 22nd, 2022**

CALL TO ORDER: 6:30pm

In Attendance: G. Carling, W. Fung (Z), E. Lyster (Z), K. Wahl (Z), J. MacAulay (Z), V. Domingo (Z), S. Al-Abbasi (Z), D. Balmain, (Z), M. Preston

Absent: A. Baker, K. Marra, T. Madge

Chaired by: G. Carling

WELCOME & OPENING REMARKS

G. Carling complimented the library staff on their display at the entrance to the Library.

Library Snapshot:

M. Preston provided a copy of the Best Practices for Public Libraries document (last updated 2018) and discussed the Canmore Library's approach.

22-09-01 MOTION: V. Domingo moved to accept the agenda with a revision in the item order.
Seconded: J. MacAulay. **CARRIED.**

22-09-02 MOTION: J. MacAulay moved to accept the June 23, 2022 meeting minutes.
Seconded: E. Lyster. **CARRIED.**

22-09-03 MOTION: V. Domingo moved to accept the minutes of the August 25th, 2022 budget meeting. Seconded: K. Wahl. **CARRIED.**

FINANCIAL UPDATE

V. Domingo presented the August financials as information. M. Preston clarified the Marigold grant amounts.

LIBRARY REPORTS & CONTINUING BUSINESS

Library Director's Report (as submitted): M. Preston explained some of the data and answered questions. There will be a presentation to Town Council next Tuesday, Sept. 27th at 1pm.

Plan of Service Survey:

M. Preston provided details and noted the number of survey returns to date. The survey is still being conducted and the goal is to receive at least 200 responses.

ACTION: All Board members are asked to circulate the plan of service survey and encourage a broad audience to participate.

NEW BUSINESS

Policy Update:

22-09-04 MOTION: K. Wahl moved to accept the Staff Development Policy 4.17 as amended.
Seconded: J. MacAulay. **CARRIED.**

Board Meeting Schedule:

G. Carling provided a summary of the number and types of Board meetings held over the past year. There was discussion regarding the appropriate number of meetings required to effectively operate. G.

Carling provided information on the meetings where significant decisions are made. A suggestion was made to consider special written resolutions and/or voting by proxy. G. Carling will discuss with the various board members and M. Preston and advise further.

ACTION: G. Carling will follow up with Board members to discuss the meeting schedule, as well as the possibility of having special written resolutions or voting by proxy in certain situations.

OTHER REPORTS

Committee Reports

Advocacy: Work is being done with other Board chairs to approach the Alberta Government to use updated population figures for the Provincial Grant. More details will be provided in October.

Board Development: E. Lyster is leaving at the end of October. Applications for the Library Board close Sept 29th. PLSB will start online training sessions again in October/November.

Friends of the Library: The Friends are seeking direction with regards to their 2023 donation to the Library and the Endowment Fund. To align with the Library's needs next year, it will be recommended that \$4000 be donated directly to the Library and the remainder of next year's grant be directed to the Endowment Fund. The next Book Sale is tentatively scheduled for mid-November. The next Friends Executive meeting is on September 27th and their AGM is scheduled for Oct 18th, 2022

Marigold: As submitted. J. MacAulay noted that the draft budget presented in August (showing an increase of 3.6%) will be presented for approval in January 2023. October is Canadian Library Month. The next Marigold Board meeting will take place virtually on November 26, 2022.

Endowment Fund Working Group: An online fundraiser has been planned for November. Several local authors have agreed to participate as spokespeople. The campaign will be advertised in print and on social media. The Friends of the Library will also solicit donations for this campaign during the Fall Book Sale.

COUNCIL UPDATE

The Town of Canmore is reviewing the budget before making any decisions.

CORRESPONDENCE

Marigold September newsletter circulated electronically, a copy of the Marigold Grant 2nd Installment Letter and the Marigold 2022 Levy Payment Letter were provided.

MEETING ADJOURNED at 7:30 pm

Date of next regular meeting: Thursday, October 27th, 2022 at 6:30pm in the Library Meeting Room and via Zoom.



Chair: G. Carling



Treasurer: V. Domingo

ACTIONS:

- All Board members are asked to circulate the survey and encourage a broad audience to participate.
- G. Carling will follow up with Board members to discuss the meeting schedule, as well as the possibility of having special written resolutions or voting by proxy in certain situations.