

**Canmore Library Board Minutes
Regular Meeting on Thursday, October 27, 2022**

CALL TO ORDER: 6:32pm

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

Guests: T. Fong

Chaired by: G. Carling

Absent:

WELCOME & OPENING REMARKS

G. Carling thanked the departing board members A. Baker and E. Lyster for their service. D. Balmain, K. Wahl, and K. Marra were reappointed and welcomed back for another term.

Library snapshot: T. Fong gave an overview of interlibrary loans.

22-10-01 MOTION: V. Domingo moved to accept the agenda. Seconded: K. Marra.
CARRIED.

22-10-02 MOTION: D. Balmain moved to accept the minutes of the September 22nd, 2022 meeting. Seconded: S. Al-Abbasi. **CARRIED.**

LIBRARY REPORTS & CONTINUING BUSINESS

Library Director's Report (as submitted): M. Preston entertained questions from the Board regarding the monthly report.

Plan of Service Survey: The survey was closed after 7 weeks with 213 surveys returned. M. Preston will analyze the results with the POS committee and a draft of the new POS will be ready for the January meeting. All identified stakeholders were approached.

Board Meeting Schedule & Email Decisions: Board decisions can be made via email, provided they are added to the next meetings minutes. If there are no pressing items on the agenda that require discussion, the meeting will be cancelled in advance.

NEW BUSINESS

New Board Member Appointments: K. Wahl, D. Balmain and K. Marra are returning Board members, N. Miles and R. Yeager are the new Board Members.

AVAIL: Audit Extension Update: The Town has contracted AVAIL for another 2 years. The 20% increase in the quoted price was discussed.

22-10-03 MOTION: V. Domingo moved to accept AVAIL's proposal, with the option for the Library Director to request an audit presentation included in the base price. Seconded: J. MacAulay. **CARRIED.**

FINANCIAL UPDATE

The September financials were presented as information. Based on feedback from Town Administration the 2023-24 budgets were revisited and options for revisions and the associated impacts on services and staffing levels based on a reduced Town grant were discussed.

22-10-04 MOTION: A. Baker moved to amend the budget as discussed. Seconded: V. Domingo. **CARRIED.**

OTHER REPORTS

Committee Reports:

Terms of reference & other updates:

22-10-05 MOTION: G. Carling moved to accept the updated terms of reference for the Audit and Finance committee as information. Seconded: V. Domingo. **CARRIED.**

22-10-06 MOTION: G. Carling moved to accept the updated terms of reference for the Policy Committee as information. Seconded: J. MacAulay. **CARRIED.**

22-10-07 MOTION: G. Carling moved to accept the updated terms of reference for the Strategic Planning Committee. Seconded: J. MacAulay. **CARRIED.**

Volunteer Hours:

ACTION: All Board members should submit their monthly volunteer hours to G. Carling.

Friends of the Library: The AGM was held on October 18th. L. Korsbrek will continue as Chair. The next book sale will be held November 17-20, the Endowment Fund will be highlighted at this sale. All Board members are encouraged to join or renew their Friends membership.

Marigold: Marigold's Plan of Service survey will be closing November 1.

Endowment Fund Working Group: The balance of the Library's Endowment fund has decreased due to market volatility. An improved quarterly report from the BCCF will be requested. The online fundraising campaign launches November 1st. The first \$20,000 in donations will be matched by a group of generous donors.

Council Update: Council has been busy with housekeeping and presentations. A new energy program is launching November 1st. Emergency Protective Services have been updated. Budgets have been challenging. A COLA of 5.9% has been recommended to be approved at the final Council Budget Meeting. A three-year average will be incorporated in the future.

CORRESPONDENCE

Marigold October Newsletter (sent electronically)

K. Marra thanked the outgoing board members A. Baker and E. Lyster for their service.

Meeting adjourned at 8:01pm.

Date of next regular meeting: Thursday, November 24th, 2022 at 6:30pm

Chair: G. Carling

Treasurer: V. Domingo