

Canmore Library Board Minutes
Regular Meeting on Thursday, January 26, 2023

CALL TO ORDER: 6:32pm

In Attendance: D. Balmain, G. Carling*, V. Domingo, W. Fung*, J. MacAulay, K. Marra, N. Miles, K. Wahl*, R. Yaeger*, M. Preston, T. Madge*

Absent: S. Al-Abbasi

Chaired by: G. Carling

WELCOME & OPENING REMARKS

G. Carling welcomed the Board to the first meeting of 2023.

Library snapshot: M. Preston introduced the Board to OWLY, the Library's new videoconferencing unit.

23-01-01 MOTION: J. MacAulay moved to accept the agenda. Seconded: K. Wahl.
CARRIED.

23-01-02 MOTION: V. Domingo moved to accept the minutes from the November 24th, 2022, meeting. Seconded: J. MacAulay. **CARRIED.**

LIBRARY REPORTS & CONTINUING BUSINESS

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

NEW BUSINESS

2023 Strategic Planning Session:

23-01-03 MOTION: D. Balmain moved to accept Kathi Irvine from the Watershed Organizational Development Group to be the facilitator for the strategic planning session. Seconded: G. Carling. **CARRIED.**

The date for the retreat will be set via a Doodle Poll. Additional options for meeting space were discussed in the event that the Library's program Room is unavailable.

ACTION: G. Carling will send out a Doodle Poll to determine the date for the Strategic Planning session.

ACTION: G. Carling will organize a pre-reading package prior to the strategic planning session.

OTHER REPORTS

Committee Reports:

The Endowment Committee plans to meet to discuss disbursements.

Compensation Subcommittee: The Marigold salary survey information was included with board Package. K. Wahl volunteered to be part of this subcommittee.

Friends of the Library:

2023 marks the 30th Anniversary of the Friends of the Library and they have some activities and celebrations planned.

Marigold: Changes to the wording of the Marigold agreement to ensure continuity of collection insurance were approved quickly by the Town of Canmore Administration. Marigold is providing orientation and training for new Board members via Teams on Feb 11th.

COUNCIL UPDATE:

K. Marra encouraged everyone to leave comments on the Town's website regarding upcoming projects, including proposed updates to Railway Avenue which may impact accessibility to the library. Impacts to Elevation Place parking were discussed and the Library Board will voice their concerns.

ACTION: All Board members are encouraged to review the proposed changes and plans to Railway Avenue and consider the impact they might have on Library accessibility. G. Carling will circulate a draft response via email and ask for feedback from the Board, to be sent into the Town of behalf of the Library Board by the deadline of Feb 10th.

FINANCIAL UPDATE

The November financials and December preliminary financials were presented as information.

23-01-04 MOTION: V. Domingo moved to transfer an amount from the unrestricted net capital to the operating reserves to bring the final balance of the operating reserve up to \$60,000 Seconded: K. Marra. **CARRIED.**

The 2022 Audit is in preliminary stages, no problems are anticipated. V. Domingo and K. Wahl will consult with M. Preston regarding the Marigold 2022 Salary Survey.

CORRESPONDENCE

- a. Letter from Rebecca Schultz, Minister of Municipal Affairs: Season's Greetings
- b. Marigold Services Grant 3rd Installment Letter
- c. Marigold January Newsletter (sent electronically)

Volunteer Hours:

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

Meeting adjourned at 7:23pm.

Date of next regular meeting: Thursday, January 26th, 2023 at 6:30pm


Chair: G. Carling


Treasurer: V. Domingo

*via Zoom

ACTIONS:

1. **G. Carling will send out a Doodle Poll to determine the date for the Strategic Planning session.**

- 2. G. Carling will organize a pre-reading package prior to the strategic planning session.**
- 3. All Board members are encouraged to review the proposed changes and plans to Railway Avenue and consider the impact they might have on Library accessibility. G. Carling will circulate a draft response via email and ask for feedback from the Board, to be sent into the Town of behalf of the Library Board by the deadline of Feb 10th.**
- 4. All Board Members should submit their monthly volunteer hours to G. Carling.**