

**Canmore Library Board Minutes
Regular Meeting on Thursday, March 23, 2017**

CALL TO ORDER: 6:31pm

In Attendance: A. Baker, P. McKeown, A. Metikosh, B. Millard, D. Parkes, E. Russell, M. Sampson, J. Smith, V. Gallant, M. Preston, T. Madge

Chaired by: B. Millard

Absent: S. Beckett

WELCOME AND OPENING REMARKS

Library Snapshot

T. Madge gave a brief overview of the Family Fort Night program.

17-03-01 MOTION: V. Gallant moved to approve the agenda, as amended. Seconded: P. McKeown. **CARRIED.**

17-03-02 MOTION: A. Metikosh moved to accept the January 2017 minutes as circulated. Seconded: M. Sampson. **CARRIED.**

17-03-03 MOTION: A. Metikosh moved to accept the February 2017 minutes as circulated. Seconded: P. McKeown. **CARRIED.**

LIBRARY REPORTS & CONTINUING BUSINESS

Library Director's Report (as submitted): M. Preston accepted questions from the Board about her monthly report. E. Russell indicated he will look into getting information from Town Council regarding addressing water leaks at Elevation Place. A. Metikosh indicated that she would be interested in attending the Marigold conference. Also discussed were the Valley Winds event and the new Teen Text program.

Policy Updates:

17-03-04 MOTION: D. Parkes moved to renew the Paid and Unpaid Leave Policy as presented, for one year. Seconded: M. Sampson. **CARRIED.**

17-03-05 MOTION: D. Parkes moved to renew the Vacation Policy as presented, for one year. Seconded: A. Baker. **CARRIED.**

D.Parkes shared the 2017 work plan for the Policy and Bylaw Committee, explaining which policies are in progress or need to be further developed. These policies will eventually be made available online.

FINANCIAL UPDATE

P.McKeown discussed the accounting system in use at the Library. The Board received the January 2017 and February 2017 Statement of Operations. The 2016 Audit is underway and will hopefully be presented at the April 2017 meeting.

OTHER REPORTS

Council Report: Nothing to report at this time.

Committee Reports

Policy and Bylaw Committee: The review of the Bylaws will begin on March 24th and a draft will be presented for first reading at the June Board meeting.

Advocacy Committee: The Library will be sending a delegation to the Town Council meeting on April 11th to present Library initiatives to Council. The committee is moving forward with plans to host an All Candidates Forum in October. A. Metikosh circulated a rough copy of the anticipated budget. Potential facilitators for the forum were discussed.

17-03-05 MOTION: A. Metikosh moved that the Board approve a budget of up to \$1500 for the forum. Seconded: P. McKeown. **CARRIED.**

Strategic Planning Committee: A. Baker discussed the current state of the Library reserve funds, the proposed plan for these funds and entertained questions regarding these topics.

17-03-06 MOTION: A. Baker moved that the Library Director transfer funds in the amount of \$70,852 from the GIC to the regular bank account, for use in 2017 operations. Seconded: D. Parkes. **CARRIED.**

17-03-07 MOTION: A. Baker moved that \$53,374 be allocated from the Operating Reserve to the 2017 operations. Seconded: E. Russell. **CARRIED.**

17-03-08 MOTION: A. Baker moved that the Operating Reserve be replenished by a one-time allocation from the Capital Reserve. The allocation amount is \$53,374. Seconded: V. Gallant. **CARRIED.**

ACTION: All Board members are asked to think about the proposed suggestion for the Library's Capital Reserve Fund and be prepared to discuss it further at the next meeting.

Marigold: Nothing to report at this time.

Friends of the Library: The Spring Booksale will be held April 7-9, 2017.

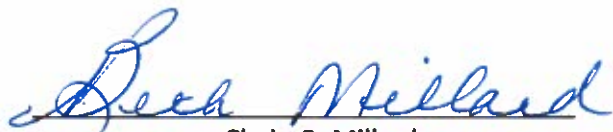
Correspondence:

Marigold Letter confirming Collection Insurance coverage for the Canmore Library.

Round Table: A. Metikosh advised the Board that the Ralph O'Connor Youth Initiative is moving forward.

MEETING ADJOURNED by B. Millard at 8:33 p.m.

DATE OF NEXT MEETING: Thursday, April 20th, 2017 at 6:30 pm.

A handwritten signature in blue ink that reads "B. Millard". The signature is written in a cursive style with a large initial "B".

Chair: B. Millard

A handwritten signature in blue ink that reads "M. Sampson". The signature is written in a cursive style with a large initial "M".

Vice Chair: M. Sampson

ACTION: All Board members are asked to think about the proposed suggestion for the Library's Capital Reserve Fund and be prepared to discuss it further at the next meeting.