

**Canmore Library Board Minutes  
Regular Meeting on Thursday, March 24<sup>th</sup>, 2016**

**CALL TO ORDER:**

In Attendance: S. Beckett, D. Carrico, D. Parkes, B. Millard, J. Smith, A. Metikosh, M. Sampson, E. Russell, T. Madge, M. Preston

Chaired by: S. Beckett

Absent: P. McKeown, L. Goddard

**WELCOME AND OPENING REMARKS:**

**Library Snapshot:** T. Madge presented a brief overview of the Library's Children's Programs.

**16-03-01 MOTION:** B. Millard moved to approve the agenda as amended. Seconded: D. Carrico. **CARRIED.**

**ACTION:** S. Beckett to send letter to E. Russell to ask for Council approval to name A. Metikosh as the alternate Marigold representative.

**16-03-02 MOTION:** E. Russell moved to adopt the minutes from the February 25<sup>th</sup> meeting. Seconded: M. Sampson. **CARRIED.**

**LIBRARY REPORTS & CONTINUING BUSINESS**

**Library Director's Report (as submitted)**

**Policy Updates**

**Public Code of Conduct:** Previously known as the Acceptable Use Policy. This policy will be brought back to the April 25<sup>th</sup> meeting with further updates.

**Internet Access Policy:**

**16-03-03 MOTION:** E. Russell moved to approve the Internet Access Policy. Seconded: A. Metikosh. **CARRIED.**

**Meeting Room and Videoconferencing Policy:**

**16-03-04 MOTION:** B. Millard moved to accept the Meeting Room and Videoconferencing Policy. Seconded: A. Metikosh. **CARRIED.**

**Paid and Unpaid Leave Policy:**

**16-03-05 MOTION:** D. Carrico moved to approve the Paid and Unpaid Leave Policy. Seconded: M. Sampson. **CARRIED.**

## **Vacation Policy:**

**16-03-06 MOTION:** E. Russell moved to approve the proposed vacation policy. Seconded: B. Millard.

**16-03-07 MOTION:** D. Parkes moved to amend the proposed vacation policy to establish the vacation allotment of 6 weeks for a regular staff member and 7 weeks for managers on the 20<sup>th</sup> anniversary. Seconded: J. Smith. **CARRIED.**

**16-03-08 MOTION:** M. Sampson moved to accept the vacation policy as amended. Seconded: D. Parkes. **CARRIED.**

The Library's compensation policy will be looked at and reviewed to ensure Library staff are being compensated appropriately in terms of benefits, sick leave, salary and vacation. A committee to review the compensation strategy for the Library will be created.

**ACTION: D. Parkes, M. Sampson and A. Metikosh and S. Beckett will form a Compensation Review Committee of limited term, to define a compensation strategy by year end.**

## **Strategic Plan – Assignments:**

Plan of Service Survey will be updated to create a new Plan of Service. Email any questions, concerns or interests regarding the Plan of Service survey to M. Sampson.

## **Board Committees and Descriptions**

All committees and descriptions have been sent out, excepting the Compensation Review Committee.

## **NEW BUSINESS**

### **YPM Auditors 2016 – 2018**

**16-03-09 MOTION:** J. Smith moved to reappoint YPM as the auditors for the next three years. Seconded: D. Carrico. **CARRIED.**

### **Letter from S. Barry**

Current hold limits for Canmore patrons were discussed.

**16-03-10 MOTION:** D. Parkes moved that the holds limit for Standard Canmore memberships be increased from 10 to 25 items at the earliest possible opportunity. Seconded: A. Metikosh. **CARRIED.**

**ACTION: S. Beckett will send an email to S. Barry to inform her of the increase in the holds limit.**

**ACTION: M. Preston will confirm with Marigold that the holds limit has been increased to 25 items per card for Standard memberships.**

## **FINANCIAL UPDATE**

### **2015 Audit**

The draft 2015 will be brought to the April meeting for review.

### **January 2016**

**16-03-11 MOTION:** D. Parkes moved to approve the January 2016 financials as presented.  
Seconded: D. Carrico. **CARRIED.**

### **February 2016**

**16-03-12 MOTION:** M. Sampson moved to approve the February financials as presented.  
Seconded: D. Parkes. **CARRIED.**

## **COUNCIL UPDATE**

The Manager of Community Services position at the Town of Canmore was recently vacated and is currently being filled by S. Caudill.

## **OTHER REPORTS**

### **Committee Reports:**

Nothing to report at this time.

### **Friends of the Library**

The next Friends of the Library Booksale is coming up on April 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, 2016.

### **Marigold**

The next Marigold Meeting is the AGM on April 23<sup>rd</sup>, 2016 in Strathmore.

## **CORRESPONDENCE**

### **2016 Numbers Memo from Marigold**

### **Letter From S. Berry Re: Hold Limits**

### **ACTION ITEMS:**

The Library banner for Community Events was shown.

**ACTION: E. Russell will investigate tents that may be available for the Library to rent for community events and pass on the information to T. Madge.**

### **Round Table**

S. Beckett asked the Board to think about what topics could be presented as a Library Snapshot. Suggestions included more information on programming, TAL and ME cards.

**16-03-13 MOTION:** A. Metikosh moved to adjourn the meeting. Seconded: M. Sampson.

DATE OF NEXT REGULAR MEETING: Thursday, April 21<sup>th</sup> at 6:30pm in the Library Meeting Room

MEETING ADJOURNED: 8:33 pm.

  
Chair S. Beckett

  
Vice-Chair B. Millard

**ACTION: S. Beckett to send letter to E. Russell to ask for Council approval to name A. Metikosh as the alternate Marigold representative.**

**ACTION: D. Parkes, M. Sampson and A. Metikosh and S. Beckett will form a Compensation Review Committee of limited term, to define a compensation strategy by year end.**

**ACTION: S. Beckett will send an email to S. Barry to inform her of the increase in the holds limit.**

**ACTION: M. Preston will confirm with Marigold that the holds limit has been increased to 25 items per card for Standard memberships.**

**ACTION: E. Russell will investigate tents that may be available for the Library to rent for community events and pass on the information to T. Madge.**