

Canmore Library Board Minutes
Regular Meeting on Thursday, ~~May 26~~, 2016
April 21st

CALL TO ORDER: 6:33pm

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

Chaired by: B. Millard

Absent: S. Beckett, D. Carrico, L. Goddard,

WELCOME AND OPENING REMARKS:

Library Snapshot: T. Madge presented an overview of the Library's Facebook Insights page.

16-04-01 MOTION: J. Smith moved to approve the agenda as amended. Seconded: D. Parkes. **CARRIED.**

16-04-02 MOTION: M. Sampson moved to adopt the minutes from the March 24th meeting. Seconded: A. Metikosh. **CARRIED.**

16-04-03 MOTION: J. Smith moved to approve the consent agenda: Seconded: M. Sampson. **CARRIED.**

LIBRARY REPORTS & CONTINUING BUSINESS

Library Director's Report (as submitted): C. Walker located a potential HR consultant for the Library to help address payroll and benefits issues which have arisen. It is difficult to determine at this point how many hours would be needed on an on-going basis.

16-04-04 MOTION: D. Parkes moved that the Board authorize the Library Director to spend up to \$2000 to initiate the services of an HR consultant and provide a plan for payroll administration to be presented to the Board by the June meeting. Seconded: J. Smith. **CARRIED.**

Chlorine smells were once again reported in the book drop room when Elevation Place's HVAC system malfunctioned. This concern was reported to Town facilities and maintenance staff and a short term fix was implemented.

By taking over our own payroll, the Library Director was informed that the Library Staff are no longer eligible for the Town of Canmore staff discount on Elevation Place memberships.

ACTION: E. Russell will investigate the discontinuation of the Elevation Place membership discount for Library staff members.

The Library will continue to mirror the Town of Canmore's EI policy by topping up an employee's wages to 75%. The sub-top-up will be paid only when an EI claim has been approved.

Policy Updates

Public Code of Conduct:

16-04-05 MOTION: E. Russell moved to approve the Public Code of Conduct as presented. Seconded: A. Metikosh. **CARRIED.**

The Board Member Code of Conduct was tabled until the May meeting.

The Board Operating Rules will be revised and brought back to the June meeting.

Strategic Plan – Assignments

The Plan of Service Survey Committee has identified target demographics for this year's survey. The revised survey will be sent out via email to all Board members for discussion and input.

ACTION: When the Plan of Service Survey is sent out, all Board members are asked to provide feedback or approval.

FINANCIAL UPDATE

The 2015 Audit was confirmed as a clean audit.

16-04-06 MOTION: P. McKeown moved to approve the 2015 Audit. Seconded; D. Parkes. CARRIED.

16-04-07 MOTION: P. McKeown moved to approve the March financials. Seconded: D. Parkes. CARRIED.

COUNCIL UPDATE

Alternate Marigold representative will be appointed at the May 3rd meeting.

OTHER REPORTS

Evaluation Committee: The Evaluation Committee will meet with M. Preston in May to conduct her annual review and discuss goals for the coming year.

The Friends of the Library held their Spring Booksale on the weekend of April 10th. It was a successful sale although there are still issues regarding the book storage shed. The next Booksale will be held in August. The Friends would like to know if there a particular project that the Friends could help the Library with financially. The Friends have a booth booked at the Mountain Market for August 25th and are interested in partnering with the Library staff and the Board to represent all aspects of the Library.

The next Marigold meeting will be held Saturday, April 23rd. The August Marigold meeting will be hosted in Canmore.

Round Table

T. Madge announced that Mountain Munchkins Daycare has now been added to the Library's outreach programming rotation.

ACTION: T. Madge to send out information regarding Canmore Public Library apparel to the Board.

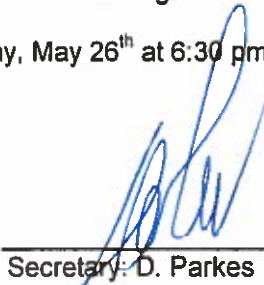
16-04-08 MOTION: P. McKeown moved to adjourn the meeting.

DATE OF NEXT REGULAR MEETING: Thursday, May 26th at 6:30 pm.

MEETING ADJOURNED: 8:20pm



Chair: B. Millard



Secretary: D. Parkes

ACTION: E. Russell will investigate the discontinuation of the Elevation Place membership discount for Library staff members.

ACTION: When the Plan of Service Survey is sent out, all Board members are asked to provide feedback or approval.

ACTION: T. Madge to send out information regarding Canmore Public Library apparel to the Board.