

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

CALL TO ORDER: 6:30pm

In Attendance: A. Baker, A. Metikosh, B. Millard, M. Sampson, J. Smith, P. McKeown, S. Ostashewski, M. Poznansky M. Preston, T. Madge

Chaired by: B. Millard

Absent: K. Marra

WELCOME AND OPENING REMARKS

Welcome to our new Board Members.

Library Snapshot: M. Allard presented an overview of the Library's newsletter and social media platforms.

17-11-01 MOTION: A. Metikosh moved to accept the agenda. Seconded: J. Smith. **CARRIED**

17-11-02 MOTION: M. Sampson moved to approve the October 2017 minutes as circulated. Seconded: P. McKeown. **CARRIED**

17-11-03 MOTION: A. Baker moved to accept the Consent Agenda as circulated. Seconded: M. Sampson. **CARRIED.**

LIBRARY REPORTS & CONTINUING BUSINESS

Library Director's Report (as submitted): M. Preston accepted questions from the Board about her monthly report.

ACTION: M. Preston will circulate the Airdrie Public Library PowerPoint presentation on Library reserve funds to the Board.

Revised Bylaws: A. Metikosh reported on the status of the Revised Bylaws.

Board Member Orientation: The new Board Members received an orientation and tour of the Library on Wednesday, November 15th. Marigold and Banff Library will be holding a New Board Member Orientation on December 2nd from 9am-12pm. Two Canmore Board Members will be attending.

NEW BUSINESS

Benefits Plan: Potential changes to the Library's benefits rates were discussed.

Library Policies:

17-11-04 MOTION: M. Sampson moved to accept the Gifts and Donations Policy. Seconded: J. Smith. **CARRIED.**

17-11-04 MOTION: M. Sampson moved to accept the Resource Sharing Policy. Seconded: A. Metikosh. **CARRIED.**

Employment Standards Changes for Public Library Boards: Due to Employment Standards changes effective January 1st 2018, there may be adjustments which need to be made to Library Policies.

Staff Christmas Gift:

17-11-05 MOTION: A. Baker moved to close the Library at 5:00pm on Wednesday, December 6th and provide up to \$50.00 per staff person for a Staff Christmas Celebration. Seconded: A. Metikosh. **CARRIED.**

FINANCIAL UPDATE

October 2017: The October financial statements were reviewed.

2018 Budget/Reserves: A. Baker gave an overview of the current budget and reserves situation. Potential costs saving options were discussed should they be required.

17-11-06 MOTION: P. McKeown moved to approved the budget for 2018 totalling \$1,046,226.00 of anticipated revenues and expenses. The Town of Canmore Contribution under the approved budget totals \$784,123.00. Seconded: A. Baker **CARRIED.**

2018 Capital Projects:

17-11-07 MOTION: A. Baker moved to approve up to \$15,000 for Capital Projects which have been previously proposed, including renovating the back storage area. Seconded: M. Sampson. **CARRIED.**

ACTION: M. Preston will get a second quote regarding the proposed renovations.

OTHER REPORTS

Committee Reports: The election of officers and appointment to committees will be completed at the January meeting.

Friends of the Library: The Fall Booksale was held November 17th to 19th and the Executive meeting is on the 30th of November.

Marigold: No Canmore representative was able to attend the last Marigold meeting.

Correspondence: The Policies and Bylaws Guide published by the Alberta Public Services Branch will be in the Board Correspondence Box.

ROUND TABLE: J. Smith indicated that she would be interested in attending the Public Library Services Branch Symposium in February.

MEETING ADJOURNED by B. Millard at 8:10 p.m.

DATE OF NEXT MEETING: Thursday, January 25th, 2018 at 6:30 pm.



Chair: B. Millard



Vice Chair: M. Sampson

ACTION: M. Preston will circulate the Airdrie Public Library PowerPoint Presentation on Library Reserve Funds to the Board.

ACTION: M. Preston will get a second quote regarding the proposed renovations.