

**Canmore Library Board Minutes
Regular Meeting on Thursday, November 24th, 2016**

CALL TO ORDER: 6:30pm

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

Chaired by: B. Millard

Absent: S. Beckett, E. Russell

WELCOME AND OPENING REMARKS

As the new Chair of the Board, B. Millard pledged to have all meetings start on time and when possible be limited to a maximum of two hours.

Library Snapshot: T. Madge gave a brief overview of the Gingerbread Houses program.

16-11-01 MOTION: J. Smith moved to approve the agenda as amended. Seconded: D. Parkes. **CARRIED.**

16-11-02 MOTION: V. Gallant moved to adopt the minutes from the October 2016 meeting. Seconded: A. Metikosh. **CARRIED.**

16-11-03 MOTION: M. Sampson moved to approve the consent agenda. Seconded: D. Parkes. **CARRIED.**

LIBRARY REPORTS & CONTINUING BUSINESS

Library Director's Report (as submitted): The Board expressed support for a proposal from the Ralph Connor Memorial United Church for the Library to participate in a Community Café discussion on Serving Youth and Young Adults in Canmore in 2017. A. Metikosh indicated she would be interested in representing the Board at this event.

Policy Updates:

16-11-04 MOTION: D. Parkes moved to accept the Recruitment and Selection Policy as presented. Seconded: J. Smith. **CARRIED.**

16-11-05 MOTION: M. Sampson moved to accept the Records Retention Policy as amended. Seconded: V. Gallant. **CARRIED.**

NEW BUSINESS

Staff Christmas Gift:

16-11-06 MOTION: J. Smith moved to approve the staff Christmas gift of \$50.00 per staff member. Seconded: M. Sampson. **CARRIED**

FINANCIAL UPDATE

16-11-07 MOTION: V. Gallant moved to accept the October 2016 financials as presented. Seconded: M. Sampson. **CARRIED.**

2017 Budget: The 2017 budget presentation, revisions and implications were discussed. The final Library budget should be determined before the end of December and will be discussed further at the January Board meeting.

2017 COLA and Salary Range:

16-11-08 MOTION: P. McKeown moved to accept the revised Cost of Living Allowance and 2017 Salary Range. Seconded: D. Parkes. **CARRIED.**

OTHER REPORTS

Committee Reports: Committees will be assigned in January. Policy, finance, planning, advocacy, Board development, evaluation and review, and compensation review are committees from the past year.

ACTION: Board members are asked to think about past and potential Board committees and consider which committee(s) they would like to be a part of. All members are asked to forward committee ideas to B. Millard before the January 2017 meeting.

Evaluation Committee: The committee met for a mid-year check-in with M. Preston to follow up on goals set in July. The committee has no concerns at this time.

Friends of the Library: The Booksale held on the weekend of November 18th was very successful. The next Marigold meeting is on Saturday, November 26th in Irricana.

Marigold: Nothing to report at this time.

Round Table: A. Metikosh recognized M. Preston's excellent delivery of the 2017 budget to Council.

MEETING ADJOURNED: 8:10pm

DATE OF NEXT MEETING: Thursday, January 26th, 2017 at 6:30 pm.


Chair: B. Millard


Vice Chair: M. Sampson

ACTION: Board members are asked to think about past and potential Board committees and consider which committee(s) they would like to be a part of. All members are asked to forward committee ideas to B. Millard before the January 2017 meeting.