

Canmore Library Board Minutes
Regular Meeting on Thursday, April 19, 2018

CALL TO ORDER: 6:27 p.m.

In Attendance: A. Baker, K. Marra, A. Metikosh, S. Ostashewski, M. Poznansky, M. Sampson, J. Smith, M. Preston, T. Madge, C. Scott.

Chaired by: A. Baker

Absent: B. Millard, P. McKeown

WELCOME AND OPENING REMARKS

2017 Audit: C. Scott from *Avail Chartered Professional Accountants LLP* gave an overview of the audit process and the 2017 audit.

Library Snapshot: M. Preston and T. Madge gave a brief overview and examples of the Request for Reconsideration form.

18-04-01 MOTION: J. Smith moved to accept the agenda. Seconded: M. Poznansky. **CARRIED.**

18-04-02 MOTION: A. Metikosh moved to approve the March 2018 minutes as circulated. Seconded: K. Marra. **CARRIED.**

LIBRARY REPORTS & CONTINUING BUSINESS

Library Director's Report (as submitted): M. Preston accepted questions from the Board about her monthly report. Correspondence from S. Caudill regarding the utilities calculation error and the Town's willingness to take financial responsibility for the error was shared with the Board.

NEW BUSINESS

Library Benefits Review: M. Preston gave an overview of the initial benefits review provided by Prizm Financial Inc.

FINANCIAL UPDATE

The March 2018 financials were reviewed and accepted as informational items. The current state of the Library's GIC's were discussed.

COUNCIL UPDATE: K. Marra met with S. Caudill to discuss the 2017 and 2018 utilities calculation error and the upcoming Library Board visit to Town Council. A formal request for the utility funding shortfall needs to be submitted to the Town. It was also noted that specific funds for any capital projects should be planned for and included with our regular budget requests..

ACTION: The Board will submit a formal funding request to the Town to cover the 2017 and 2018 utility budget calculation error.

A meeting between the Board and Town Administration will be requested to discuss and review finances and guidelines prior to preparation of the new budget.

OTHER REPORTS**Committee reports:**

Advocacy committee: The June 12th Council presentation with Michelle Toombs was discussed.

Strategic Planning. The Strategic Plan is in a data collection phase at this point. The committee hopes to present the data at the May meeting.

ACTION: M. Preston to contact Marigold to request information on possible facilitators to help with the Board's Strategic Planning process.

ACTION: A reminder will be sent to the Library Staff to complete the Strategic Plan survey sent out by the Board.

ACTION: M. Poznansky will send out a list of possible dates for the Board's Strategic Planning Meeting.

Friends of the Library: The Spring Book Sale raised almost \$6500 in sales, a new record. The Friends Executive meeting is next Thursday, April 26th.


Marigold: The next Marigold AGM is on Saturday, April 21.

CORRESPONDENCE:

A letter from Marigold was received confirming that the 1st installment of the grant was deposited. The April Marigold Newsletter was delivered electronically.

MEETING ADJOURNED by A. Baker at 7:36 p.m.

DATE OF NEXT MEETING: Thursday, May 24, 2018 at 6:30pm.



Chair: A. Baker



Correspondence Secretary: A. Metikosh

ACTIONS

ACTION: The Board will submit a formal funding request to the Town to cover the 2017 and 2018 utility budget calculation error.

ACTION: M. Preston to contact Marigold to request information on possible facilitators to help with the Board's Strategic Planning process.

ACTION: A reminder will be sent to the Library Staff to complete the Strategic Plan survey sent out by the Board.

ACTION: M. Poznansky will send out a list of possible dates for the Board's Strategic Planning Meeting.