

**Canmore Library Board Minutes  
Regular Meeting on Thursday, May 25, 2017**

**CALL TO ORDER: 6:30pm**

**In Attendance:** A. Baker, S. Beckett, V. Gallant, A. Metikosh, B. Millard, D. Parkes, E. Russell, M. Sampson, M. Preston, T. Madge  
**Chaired by:** B. Millard  
**Absent:** P. McKeown, J. Smith

**WELCOME AND OPENING REMARKS**

**Library Snapshot**

M. Preston gave a brief overview of the Library's Knit Night, "Knit One, Read Too!"

**17-05-01 MOTION:** E. Russell moved to accept the agenda as amended. Seconded: S. Beckett. **CARRIED.**

**17-05-02 MOTION:** M. Sampson moved to approve the April 2017 minutes as circulated. Seconded: D. Parkes. **CARRIED.**

**LIBRARY REPORTS & CONTINUING BUSINESS**

**Library Director's Report (as submitted):** M. Preston entertained questions from the Board about her monthly report. The Library will participate in the Town of Canmore's National Aboriginal Day on Wednesday, June 21. The Rotary Club of Canmore generously donated \$350.00 towards the Summer Reading Program.

**Policy Updates:**

**Library Job Descriptions**

**17-05-03 MOTION:** D. Parkes moved to accept the current Library Job Descriptions as presented. Seconded: A. Metikosh. **CARRIED.**

**Alberta Library Conference:** M. Sampson, B. Millard and T. Madge gave a brief overview of their highlights from the 2017 Alberta Library Conference held in Jasper on April 27<sup>th</sup> to 30<sup>th</sup>, 2017. V. Gallant gave a brief overview of risk management and how this might apply to the Library. Further discussion about this topic will be brought forward at the next meeting.

**ACTION:** B. Millard will circulate more information on risk management before the June meeting.

**NEW BUSINESS**

**Payroll & Benefits Coordinator:** The proposed part-time contract position of Payroll and Benefits Coordinator was discussed.

**MOTION 17-05-04:** A. Baker moved to authorize M. Preston to advertise, interview and fill the contract position of Payroll & Benefits Coordinator. Seconded: D. Parkes. **CARRIED.**

## FINANCIAL UPDATE

The Board received and reviewed the April, 2017 Financials.

## OTHER REPORTS

**Council Update:** Nothing to report at this time. E. Russell has been communicating the Library Snapshots to Town Council where they have been well received.

### Committee Reports

**Advocacy Committee:** The Library Board's forum is planned for October 4<sup>th</sup>. Brian Callahan has agreed to be the facilitator. Advertising for the forum will be held in September. Questions will be solicited from the public prior to the forum. The first question will be directly related to the Library.

**Board Development:** All Board members are asked to look at the Orientation Procedure for New Board Appointments which was emailed, and to provide feedback to B. Millard.

**Compensation Committee:** A compensation philosophy has yet to be developed.

**Strategic Planning Committee:** The letter of agreement from the Town of Canmore regarding the Library Reserves was discussed. The Committee discussed possible options on how to proceed with the current Reserves.

Three major suggestions regarding the reserves were brought forward from this committee's meetings.

1. *The agreement between the Library and the Town should be reviewed annually as it may fluctuate from year to year.*
2. *The operating reserves should be adjusted and funds should be designated for a Capital Reserve. Short term, mid-term and long term options for the Capital Reserve were discussed.*
3. *How the reserve will be funded needs to be examined. A revenue advisory committee may need to be appointed. Members may be appointed from the wider community, so long as there is a Board member who is also present.*

**MOTION 17-05-05:** Anne B. moved to move into In Camera. Seconded: S. Beckett. **CARRIED.**

**MOTION 17-05-06:** S. Beckett moved to move out of In Camera. Seconded: Anne Baker. **CARRIED.**

**MOTION: 17-05-07:** D. Parkes moved to approve a bonus for the Library Director in recognition of excellent performance, in the amount recommended by the Evaluation Committee. M. Sampson **CARRIED.**

The Library Director's Employment contract was discussed.

**Correspondence:** The following documents were discussed:

- a. 2016 Marigold Annual Report
- b. 2016 Value of Investment Report
- c. Grant Connect database Information
- d. Letter from Town of Canmore Re: Library Reserves
- e. Marigold Report

**Round Table:**

**MEETING ADJOURNED** by B. Millard at 8:45 p.m.

**DATE OF NEXT MEETING:** Thursday, June 22<sup>th</sup>, 2017 at 6:30 pm.



Chair: B. Millard



Vice Chair: M. Sampson

**ACTION:** B. Millard will circulate more information on risk management before the June meeting.

