

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

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

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

**Chaired by:** B. Millard

**Absent:** E. Russell

**WELCOME AND OPENING REMARKS**

**Library Snapshot**

M. Preston reviewed the Movie Night program with the Board.

**17-02-01 MOTION:** V. Gallant moved to approve the agenda, as amended. Seconded: S. Beckett.  
**CARRIED.**

**ACTION:** The January 2017 minutes were tabled and will be reviewed at the next meeting.

**Consent Agenda:**

**17-02-02 MOTION:** S. Beckett moved to accept the consent agenda as presented. 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.

**Policy Updates:**

**17-02-03 MOTION:** D. Parkes moved to renew the Group Benefits Policy. Seconded: V. Gallant.  
**CARRIED.**

**17-02-04 MOTION:** D. Parkes moved to renew the Wage and Salary Administration Policy.  
Seconded: J. Smith. **CARRIED.**

**Alberta Library Conference 2017:**

M. Sampson and B. Millard will be the Board Members attending this year's conference.

**NEW BUSINESS**

The 2016 Annual Report was reviewed with the Board by M. Preston.

**17-02-05 MOTION:** A. Metikosh moved to accept the 2016 Annual Report as amended. Seconded: S. Beckett. **CARRIED.**

## **FINANCIAL UPDATE**

P. McKeown reviewed the December 2016 financials with the Board.

**17-02-06 MOTION:** P. McKeown moved that the draft financial statements for the year ended December 31, 2016 be approved and forwarded to the library auditors for their review.  
Seconded: M. Sampson. **CARRIED.**

## **OTHER REPORTS**

**Council Report:** Nothing to report at this time.

### **Committee Reports:**

**Finance Committee:** V. Gallant will join P. McKeown on the Finance Committee.

**Evaluation Committee:** D. Parkes reported that the scheduling of the processes used for the annual review of the Library Director has begun and a report made to the Board when this is finalized in June.

**Policy and Bylaw Committee:** D. Parkes reported on continuing work for new policy development and revisions to the Library Bylaws.

**Strategic Planning Committee:** A. Baker discussed plans to review and report on the status of the Library reserve at the next meeting. V. Gallant has joined this committee.

**Compensation Committee:** A. Baker reported that the committee has met and is seeking additional compensation information and will report back. Other members for the committee are also being sought.

**Advocacy Committee:** A. Metikosh reported that this committee is working on a list of ideas pertaining to improving the Town Council's understanding of the Library and will investigate opportunities for a public forum ahead of the next municipal elections.

**Board Development Committee:** A. Baker reported that this committee has met, and is continuing to develop an agenda for 2017. This committee is also seeking new members. V. Gallant expressed interest in this committee.

**Friends of the Library:** J. Smith reminded the Board that the next Booksale will be held the 7 - 9 of April 2017.

**Marigold:** J. Smith shared information about a new data analysis tool, Collection HQ, that is now being used by Marigold to help plan Library collections. As well, Marigold continues to investigate how to improve service delivery to on-reserve populations.

### **Correspondence:**

**Marigold Memo: 2017 Paperback & Shared Collections Budget.** M. Preston explained that this correspondence refers only to the paperback portion of the Library collection.

**Municipal Levy for Marigold Library System:** Copy of Town Invoice. Received for information.

**2017 Revised Budget:**

**17-01-06 MOTION:** P. McKeown moved to adopt the revised 2017 Budget. Seconded: M. Sampson.  
**CARRIED.**

**Round Table:**

B. Millard explained that the purpose of the Round Table is to share information of interest to the Board.

According to A. Metikosh there have been no developments with regards to the youth initiative being coordinated by the Ralph Connor United Church.

M. Sampson asked for ideas and suggestions to guide her attendance at the annual Library conference.

**MEETING ADJOURNED** by B. Millard at 8:38 p.m.

**DATE OF NEXT MEETING:** Thursday, March 23rd, 2017 at 6:30 pm.



Chair: B. Millard



Vice Chair: M. Sampson

**ACTION:** The January 2017 minutes were tabled and will be reviewed at the next meeting.

