

**Canmore Library Board Minutes
Regular Meeting on Thursday, February 25th, 2016**

CALL TO ORDER: 6:29pm

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

Chaired by: S. Beckett

Absent: E. Russell, L. Goddard

WELCOME AND OPENING REMARKS:

"I love Canmore" bumper stickers from Cansign were handed out.

Library Snapshot: T. Madge presented a brief overview of the Library's use of social media.

16-02-01 MOTION: D. Carrico moved to approve the agenda as amended. Seconded: B. Millard. **CARRIED.**

16-02-02 MOTION: A. Metikosh moved to adopt the minutes from the January 26th meeting. Seconded: D. Carrico. **CARRIED**

16-02-03 MOTION: B. Millard moved to approve the consent agenda. Seconded: M. Sampson. **CARRIED**

Action: T. Madge to show the Facebook Insights page on the videoconference screen next month.

LIBRARY REPORTS & CONTINUING BUSINESS

Library Director's Report (as submitted)

ACTION: T. Madge to show the new Library Banner at next month's meeting.

16-02-04 MOTION: D. Carrico moved to close the library for the Staff Professional Development Day on Monday, June 13th 2016. Seconded: A. Metikosh. **CARRIED.**

Policy Updates

Review of the Health and Safety Policy:

16-02-05 MOTION: P. McKeown moved to accept the policy as amended. Seconded: A. Metikosh. **CARRIED**

Review of Wage and Salary Administration Policy:

16-02-06 MOTION: M. Sampson moved to accept the Wage and Salary Administration Policy. Seconded: D. Carrico. **CARRIED**

Review of Group Benefits Policy

16-02-06 MOTION: M. Sampson moved to accept the Group Benefits Policy. Seconded: B. Millard. **CARRIED**

Review of Vacation Policy

16-02-07 MOTION: D. Parkes moved to table this policy review for a month in order to get a clearer picture of the financial implications. Seconded: J. Smith. **CARRIED**

ACTION: M. Preston to perform a cost analysis in regards to how the proposed change to the vacation policy would impact the library financially.

Strategic Plan – Assignments

Tabled until next meeting.

Board Committees & Descriptions

B. Millard presented the Canmore Public Library Board 2016 Committees document and protocol for adding non-library members to Library Board committees.

ACTION: B. Millard will send the Canmore Public Library Board 2016 Committees document out to the Board when complete.

ACTION: B. Millard will send each committee's description document to the board when complete.

ACTION: The Advocacy and Planning Committees will create new their new descriptions and send them on the B. Millard.

NEW BUSINESS

HR Downloads

M. Preston asks for a one-year subscription to HR Downloads as a support for Library Staff during the time of transition away from the Town of Canmore's HR department.

MOTION 16-02-08: D. Carrico moved to contract HR Downloads for a one-year subscription. Seconded: A. Metikosh. **CARRIED.**

2015 Annual Report

M. Preston presented and entertained questions regarding the 2015 Annual Report.

MOTION 16-02-09: J. Smith moved to approve the 2015 Annual Report as submitted. Seconded: B. Millard. **CARRIED**

FINANCIAL UPDATE

MOTION 16-02-10: M. Sampson moved to approve the December 2015 year end financials as submitted. Seconded: D. Carrico. **CARRIED.**

MOTION 16-02-11: A. Metikosh moved to prudently increase the operating reserve from \$60,000 to \$100,000 to ensure adequate funding for payroll continuity now that the Library is administering its own payroll. Seconded: D. Parkes. **CARRIED.**

COUNCIL UPDATE

Nothing to report at this time.

OTHER REPORTS

Committee Reports

ACTION: Any committee with a monthly report is asked to send it to S. Beckett at least one week prior to the Board meeting for inclusion in the Agenda.

Friends of the Library

The offsite book storage shed is being moved to a new location in the Town's Public Works.

Marigold

Calgary Public Library received 133,000 new memberships in one year since their membership fees were abolished. This might be something for the board to consider in the future for the Canmore Public Library.

Correspondence

Effective January 1, 2016 – December 31, 2016 Marigold has insured materials in our collection for \$590,863.

Round Table

S. Beckett is happy to see progress in Committees.

A. Metikosh is to attend the annual LAA conference in Jasper.

16-02-12 MOTION: M. Sampson moved to adjourn the meeting.

DATE OF NEXT REGULAR MEETING: Thursday, March 24th at 6:30 pm.

MEETING ADJOURNED: 8:00 pm.



Chair S. Beckett



Vice-Chair B. Millard

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