

**Canmore Library Board Minutes**  
**Regular Meeting on Thursday, January 28<sup>th</sup> 2016**

**CALL TO ORDER:** 6:32 pm.

In Attendance: S. Beckett, D. Carrico, D. Parkes, B. Millard, J. Smith, M. Preston,  
E. Russell, A. Metikosh

Chaired by: S. Beckett

Absent: P. McKeown, L. Goddard, M. Sampson, T. Madge

**WELCOME AND OPENING REMARKS:**

A. Metikosh and E. Russell were welcomed as new Library Board members.

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

**16-01-02 MOTION:** D. Parkes moved to adopt the minutes from the November 26<sup>th</sup>,  
meeting. **CARRIED.**

**LIBRARY REPORTS & CONTINUING BUSINESS**

**Library Director's Report (as submitted)**

An update on the new payroll process and the associated administrative challenges and concerns were discussed.

**Policy Updates**

**Working Alone Policy**

The existing Working Alone Policy was discussed. A review interval of three years rather than one year was proposed with the understanding that any health and safety concerns associated with the policy will continue to be brought to the Board as required by the Library Director.

**16-01-03 MOTION:** D. Carrico moved to adopt the Working Alone Policy as presented with a new review date in three-year's time. **CARRIED.**

**Board Organization and Board Member Responsibilities Policy**

Revisions based on feedback from the initial November draft of this policy were discussed.

**16-01-04 MOTION:** E. Russell moved to adopt the Board Organization and Board Member Responsibilities Policy as presented, with a review date in five-year's time. **CARRIED.**

**Intellectual Freedom and Access to Resources Policy**

Revisions based on feedback from the initial November draft of this policy were discussed.

**16-01-05 MOTION:** A. Metikosh moved to adopt the Intellectual Freedom and Access to Resources Policy as presented, with a review date in five-year's time. **CARRIED.**

### **Collection Development Policy**

**16-01-06 MOTION:** D. Carrico moved to adopt the Collection Development Policy as presented. **CARRIED.**

**ACTION:** D. Parkes will provide an updated list of policies at the February meeting.

### **Strategic Plan**

**ACTION:** M. Sampson will coordinate the assignment of tasks for each Board member as required by the Board's Strategic Plan document.

### **Board Committee Appointments**

A list and description of each Library Board committee was circulated for discussion. 2016 committees will be Finance, Policy, Planning, Advocacy, Board Development and Evaluation. Board members assigned to each committee were confirmed.

**ACTION:** B. Millard will circulate the list of committee assignments before the next Board meeting.

**ACTION:** All Board members are asked to review the description for their respective committees and provide feedback to B. Millard as soon as possible. Updated descriptions of all Board committees will then be prepared by B. Millard for the February meeting.

**ACTION:** Committee Reports will be added to the monthly agenda to ensure regular updates are provided.

### **Canada Revenue Agency**

**16-01-07 MOTION:** P. McKeown, Treasurer for the Canmore Public Library, moved that the Library Director, M. Preston, be authorized by the Town of Canmore Library Board to be the Canada Revenue Agency (CRA) Business Representative for the Canmore Public Library. M. Preston, as Library Director, is authorized to have access to all program accounts and fiscal years, to make changes to the Canmore Library's CRA account information by telephone, fax and mail, and is authorized to delegate authority to other representatives who may deal with the Canada Revenue Agency on behalf of the Canmore Public Library. **CARRIED.**

### **Marigold Alternate**

**16-01-08 MOTION:** B. Millard moved that A. Metikosh be recommended for official appointment by Town Council as the alternative Marigold representative. **CARRIED.**

## **NEW BUSINESS**

### **Disaster Plan**

M. Preston provided an update on the Library's Disaster Plan and highlighted some policy considerations for future Board discussion.

### **Board Member Absence**

**16-01-09 MOTION:** S. Beckett moved that under the provisions of the Board Organization and Board Member Responsibilities Policy Section 4.1, be it resolved that L. Goddard, at her written request, be permitted to retain her seat on the Board and her position as Past Chair during a four month absence from January through April 2016. **CARRIED.**

### **Alberta Library Conference**

Board member attendance at this year's conference April 28<sup>th</sup>-May 1<sup>st</sup> was discussed. A. Metikosh volunteered to attend.

## **FINANCIAL UPDATE**

**16-01-10 MOTION:** D. Carrico moved to approve the November 2015 financials as presented. **CARRIED.**

### **December 2015**

A draft of the December 2015 financials was presented as information. The final December financials will be ready for the February meeting.

### **2016 Audit**

The audit for the Library's 2015 fiscal year is scheduled for the week of March 7<sup>th</sup>.

## **COUNCIL UPDATE**

Nothing additional to report at this time.

## **OTHER REPORTS**

### **Friends of the Library**

Nothing to report at this time.

### **Marigold**

The next meeting is scheduled for this Saturday and will be held by videoconference at three designated locations.

Canmore will be hosting the August meeting of the Marigold Library Board. Fifty attendees are expected. S. Beckett will be coordinate with Marigold staff with regards to event catering.

**16-01-11 MOTION:** D. Carrico moved to adjourn the meeting. **CARRIED.**

DATE OF NEXT REGULAR MEETING: Thursday, February 25<sup>th</sup> at 6:30 pm.

MEETING ADJOURNED: 8:45 pm.



Chair S. Beckett



Vice-Chair B. Millard

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