

**Canmore Library Board Minutes  
Regular Meeting on Thursday, January 25, 2018**

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

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

**Chaired by:** B. Millard

**Absent:** P. McKeown,

**WELCOME AND OPENING REMARKS**

**Library Snapshot:** T. Madge presented an overview of the Play at the Library program and the new special event Banners.

**18-01-01 MOTION:** A. Metikosh moved to accept the agenda. Seconded: M. Sampson. **CARRIED**

**18-01-02 MOTION:** S. Ostashewski moved to approve the November 2017 minutes as circulated. Seconded: K. Marra. **CARRIED**

**18-01-03 MOTION:** A. Baker moved to accept the Consent Agenda as circulated. Seconded: S. Ostashewski. **CARRIED.**

**LIBRARY REPORTS & CONTINUING BUSINESS**

**Library Director's Report (as submitted):** M. Preston accepted questions from the Board about her monthly report.

**ACTION:** M. Preston and A. Baker will meet to discuss options for the Payroll Co-ordinator position.

**Revised Bylaws:** J. Smith reported that the updated Library Board Bylaws were accepted by Town Council on January 23 and are ready to be sent to Alberta Municipal Affairs.

**2018 Slate of Officers:**

The Following Slate of Officers was accepted as presented:

Chair	Beth Millard (signing authority)
Vice Chair	Anne Baker (signing authority)
Secretary	Anne Metikosh
Treasurer	Peter McKeown (signing authority)
Past Chair	Currently Vacant

**Committee Appointments:**

Finance	P. McKeown, A. Baker, S. Ostashewski
Policy and By-Laws	J. Smith, M. Sampson, S. Ostashewski
Sub committee: Risk Management	J. Smith, M. Sampson, S. Ostashewski
Evaluation	M. Sampson, A. Baker
Strategic Planning	A. Baker, P. McKeown, M. Poznansky
Advocacy	A. Metikosh, M. Poznansky

Board Development	A. Baker, K. Marra
Compensation Review	A. Baker, P. McKeown
Liaison to the Friends of the Library	J. Smith
Representative to Marigold	J. Smith, Alternate: A. Metikosh

## **NEW BUSINESS**

### **Library Policies:**

**18-01-04 MOTION:** M. Sampson moved to accept the Non-Conventional Print and Resource Policy.  
Seconded: M. Poznansky. **CARRIED.**

### **Marigold's Member Libraries Workshop May 16<sup>th</sup>**

**18-01-05 MOTION:** A. Baker moved to close the Library on May 16<sup>th</sup> to allow staff to participate in the Marigold Member Libraries Workshop Seconded: S. Ostashevski. **CARRIED.**

**2018 Insurance Renewal—Liability Coverage:** The Board indicated that M. Preston can go forward with the renewal of the insurance policy.

**Alberta Library Conference:** The Board usually sends two Board members to the Alberta Library Conference in Jasper. If any Board members are interested in going please contact B. Millard.

## **FINANCIAL UPDATE**

**November 2017:** The November financial statements were reviewed.

**2017 Audit:** Avail Chartered Professional Accountants will complete the 2017 audit for the Library.

**2018 Town Grant/GICs:** All Signing Officers will need to go to CIBC to update the paperwork. The Letter of Authorization for transferring funds into and out of GIC's also needs to be updated. Timeframes for investments were discussed.

**ACTION:** M. Preston will schedule a meeting at CIBC for all signing officers to update the necessary paperwork.

**ACTION:** M. Preston and the Finance Committee will meet to discuss investment options.

**Council Update:** Council is currently engaged in strategic planning, discussing transportation and the potential Olympic bid. Discussions regarding broadband have also been started. A. Baker asked if there were ways in which the Library could build their profile with the Town Council.

## **OTHER REPORTS**

**Friends of the Library:** A. Baker attended the Friends Executive meeting on the 30<sup>th</sup> of November to discuss Library fundraising and their annual donation to the Library. The Friends have not made any decisions at this time but were happy to have a Board member present at the Library.


**Marigold:** The next Marigold meeting is this Saturday, January 27<sup>th</sup>.

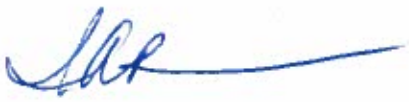
**CORRESPONDENCE:**

Letter from Marigold Re: 2017 Services Grant 3<sup>rd</sup> installment.  
Christmas cards to Board members from Cameron Westhead, MLA  
Thank you card from staff  
Marigold: Grant Connect Information

**MEETING ADJOURNED by B. Millard at 8:10 p.m.**

**DATE OF NEXT MEETING:** Thursday, February 22nd, 2018 at 6:30pm.

  
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Chair: B. Millard

  
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Vice Chair: M-Sampson  
*(also) A. Baker*

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