

**Canmore Library Board Minutes
Regular Meeting on Thursday, March 22, 2018**

CALL TO ORDER: 6:30 p.m.

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

Chaired by: B. Millard

WELCOME AND OPENING REMARKS

Library Snapshot: T. Madge gave an overview of the Library's Indigenous Affairs Committee.

18-03-01 MOTION: A. Metikosh moved to accept the agenda as amended. Seconded: J. Smith.
CARRIED.

18-03-02 MOTION: M. Poznansky moved to approve the February 2018 minutes as circulated.
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.

PLSB Library Board Basics Workshop: At this time there are no plans to have a workshop in Canmore.

Alberta Library Conference: The annual library conference will be held April 26th – 28th in Jasper. Three staff members and two Board members have indicated that they will be attending.

Marigold Library Workshop: The workshop will be held on May 16th at the Clarion hotel in Calgary. All possible Canmore staff members will be in attendance and the Library will be closed that day. Board members who are interested in attending should speak to M. Preston before March 31st.

NEW BUSINESS

Library Policies:

18-03-03 MOTION: M. Sampson moved to adopt the Loans of Resources policy as amended.
Seconded: A. Baker. **CARRIED.**

18-03-04 MOTION: M. Sampson moved to accept the vacation policy as amended. Seconded: J. Smith.
CARRIED.

FINANCIAL UPDATE

2017 Audit: The Library financials have been picked up by the Auditors. It is anticipated that a draft will be available by the April Board meeting.

The January and February 2018 financials were reviewed and accepted as informational items.

Concerns relating to utility costs and adding a contingency fund to the budget were discussed. K. Marra has a meeting set for next week to discuss this with Town Administration and will report back to the Board.

ACTION: K. Marra to report back to the Board after her meetings with Town administration.

COUNCIL UPDATE: Town Council has been highly involved in Strategic Planning and the potential Olympic bid.

OTHER REPORTS

Committee reports:

Policy Committee: Due to changes in Alberta Labour Standards, the Paid and Unpaid Leave Policy will need to be amended.

Risk Management: The committee is in the initial stages of Risk Management planning. The committee will follow the Strathcona County Risk Management model for planning.

Advocacy:

ACTION: K. Marra to report back to the Board after her meetings with Town administration.

K. Marra and the advocacy committee will meet to discuss questions about the Library.

Strategic Planning Committee: M. Poznansky was appointed chair of this committee.

Finance Committee: S. Ostashevsky will work on the mission statement for this committee and P. McKeown will work on the general finance policies.

Friends of the Library: The next booksale is April 13th – 15th.

Marigold: Nothing to report at this time.

CORRESPONDENCE:

The March Marigold Newsletter was distributed electronically to all Board members.

The letter confirming 2018 insurance coverage for the Canmore Library collection was received.

MEETING ADJOURNED by B. Millard at 7:20 p.m.

DATE OF NEXT MEETING: Thursday, April 19, 2018 at 6:30pm.



Chair: B. Millard



Vice Chair: A. Baker

ACTION: K. Marra to report back to the Board after her meetings with Town administration.

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