

**Canmore Library Board Minutes
Regular Meeting on Thursday, April 20, 2017**

CALL TO ORDER: 6:32pm

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

Chaired by: B. Millard

Absent: A. Metikosh, V. Gallant

WELCOME AND OPENING REMARKS

Library Snapshot

M. Preston gave a brief overview of the Library's Book Club, "Books and Banter."

17-04-01 MOTION: S. Beckett moved to accept the agenda. Seconded: J. Smith **CARRIED.**

17-04-02 MOTION: M. Sampson moved to approve the March 2017 minutes as circulated. Seconded: E. Russell. **CARRIED.**

LIBRARY REPORTS & CONTINUING BUSINESS

Library Director's Report (as submitted): M. Preston accepted questions from the Board about her monthly report. E. Russell explained that the leaking pipes in Elevation Place are being actively addressed by the developer.

Policy Updates:

Library Director and Staff Employment Policies

17-04-03 MOTION: D. Parkes moved to adopt the Library Staff Employment policy as amended. Seconded E. Russell. **CARRIED.**

17-04-04 MOTION: D. Parkes moved to adopt the Library Director Employment Policy as presented. Seconded: P. McKeown. **CARRIED.**

ACTION: The Compensation Committee will begin a draft Employment Contract for the Library Director.

NEW BUSINESS:

The Library delegation to the Council of the Whole meeting on April 11th was deemed a success. Special thanks to A. Metikosh for arranging this opportunity.

Staff Development Day

17-04-05 MOTION: J. Smith moved to close the Library on Monday June 12th for the annual Staff Development Day. Seconded: A. Baker. **CARRIED.**

FINANCIAL UPDATE

17-04-06 MOTION: P. McKeown moved that the 2016 Draft Audit for the year ending December 31, 2016 be accepted. Seconded: S. Beckett. **CARRIED.**

The Board received and reviewed the March 2017 Statement of Operations.

OTHER REPORTS

Council Report: The main Council concern at this time is the Three Sisters Development.

Committee Reports

Advocacy Committee: B. Millard, for A. Metikosh, reported that Creekside Hall has been booked on Wednesday, October 4th for an All Candidates Forum. Moderator and sound systems options are being investigated. Questions regarding the logistics and promotion of the Forum were raised for Board consideration.

Strategic Planning Committee: A. Baker met with L. DeSoto from the Town of Canmore to discuss a letter of agreement between the Town and the Library Board in regards to the Operational Reserve. A. Baker, S. Caudill, M. Preston, P. McKeown and K. Van Keimpeme met to discuss Library reserves and the level of financial support available from the Town. The Committee expects to hear back from the Town in May and will share the information as it becomes available.

ACTION: Further discussion of the Library Reserve Funds was tabled until the June Meeting.

Compensation Committee: The Library's salary range compensation grid and benefits package were reviewed. D. Parkes suggested creating a "compensation philosophy" for the Library to follow. Changes to benefits for part-time staff were also discussed.

Board Development: The Board Development Committee has been divided into recruitment and development. Recruitment will concern itself with finding replacements for Board directors who are retiring. Development is currently working on the orientation process for new Directors when they are appointed to the Library Board.

ACTION: All Board members are asked to email B. Millard with feedback regarding their orientation to the Board and provide suggestions on how this process might be improved.

Policy and Bylaw Committee: J. Smith, D. Parkes and M. Preston are reviewing and updating the bylaws. A draft of the bylaws will be presented at an upcoming Board meeting.

Friends of the Library: The Spring Booksale raised nearly \$5500 for the Friends of the Library.

Marigold: The next AGM is on Saturday, April 22, 2017 in Strathmore. The following AGM will be held in October in Drumheller.

Correspondence: The first installment of the 2017 Marigold Services Grant was received in March.

Round Table:

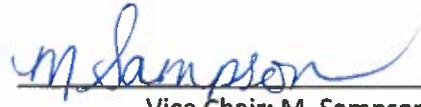
B. Millard brought up the idea of finding alternate funding sources for the Library. This topic will be discussed by the Strategic Planning Committee and will be revisited in the Fall after questions regarding the Library's reserve funds have been clarified.

MEETING ADJOURNED by B. Millard at 8:17 p.m.

DATE OF NEXT MEETING: Thursday, May 25th, 2017 at 6:30 pm.



Chair: B. Millard



Vice Chair: M. Sampson

ACTION: The Compensation Committee will begin a draft Employment Contract for the Library Director.

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