

**Canmore Library Board Minutes  
Regular Meeting on Thursday, April 25, 2024**

**CALL TO ORDER: 6:33pm**

**In Attendance:** D. Balmain, N. Bonsteel, G. Carling, V. Domingo, W. Fung, A. Hiller,  
K. Marra, C. Peter, M. Preston, D. Saunderson, D. Wolfe

**Absent:** D. Liwanag

**Chaired by:** G. Carling

**WELCOME & OPENING REMARKS**

G. Carling highlighted National Volunteer Week and recognized all Library volunteers. Thank you to the Board Members for their volunteer work on behalf of the Library.

**LIBRARY SNAPSHOT: WFH Guidelines & Request Form**

M. Preston described the Work From Home procedure and presented the current form as written. Other policy-adjacent forms were shared including: The Request for Reconsideration of Materials, Memorandum of Understanding for the use of the Library's Cultural Space as well as the Room Rental Agreement, The Internet Access Parent Permission, the Individual Over time and Lieu Time Agreement, and the Sub Top Up Plan.

**APPROVAL OF THE AGENDA:**

G. Carling highlighted one item added to Correspondence: The Marigold 2023 Value of Your Investment Report.

**24-04-01 MOTION:** K. Marra moved to accept the agenda as amended. 2<sup>nd</sup> D. Wolfe. **CARRIED.**

**APPROVAL OF THE MINUTES:**

**24-04-02 MOTION:** D. Saunderson moved to accept the minutes from the March 28, 2024, meeting. 2<sup>nd</sup> D. Balmain. **CARRIED.**

**LIBRARY REPORTS & CONTINUING BUSINESS**

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

**Art Donation:** M. Preston reported that the Library insurance provider has been contacted about the cost of insuring the recent art donation. The cost will be \$20.00/year, a \$1000.00 deductible is required, and an appraisal needs to be kept on file. The appraisal is more complex and will cost \$300-575. The donor will pay for the appraisal. D. Saunderson has created a Memorandum of Understanding regarding the donation. The Policy Committee is updating the Gifts and Donations policy to align with the new procedures around non-cash donations, including donations of art.

## OTHER REPORTS:

**Policy Committee:** W. Fung reported that updates and suggestions for the Gifts and Donations policy have been shared with the Library Director and the Board Chair.

**Endowment Fund Committee:** G. Carling shared The Endowment Fund working group has met and begun working on the 2024 campaign. The theme will be "Our Library, Our Stories". The champions will be chosen from groups that strongly support the Library such as The Friends, The Board, The Library staff, etc. The campaign will run through November and December.

**Board Development and Evaluation:** G. Carling commented that there will be an in-camera session at the end of this regular meeting.

**Friends of the Library:** G. Carling reported that the Friends Executive met recently and discussed the current bequest. They aim to have a process for managing the bequest in place by their AGM in October.

**Marigold:** N. Bonsteel reported the Marigold AGM and quarterly meetings were held April 20, 2024 and presented the Value of Your Investment document. Discussion was had regarding the most recent census and population data for Marigold Library Municipalities. Marigold will not be raising Canmore Library's Levy payments this year, but due to a significant increase in Canmore's population in 2023, our Levy payments will increase in 2025. Marigold has published their 2023 Annual Report and it is available to review.

## COUNCIL UPDATE

The Town of Canmore Council continues to be focused on housing. There is a public hearing on May 7, 2024 for the Palliser project.

## FINANCIAL UPDATE

V. Domingo presented the March financials and reported that the Library is a little under budget for this time of year and in a strong financial position.

## CORRESPONDENCE

- a. Marigold April Newsletter (sent electronically)
- b. Marigold Services Grant 1<sup>st</sup> Installment Letter
- c. Red Tape Reduction Omnibus Bill, Letter from Minister Ric Mclver
- d. Marigold 2023 Value of Your Investment Report

## ACTION ITEMS

No specific items were presented.

## IN CAMERA SESSION: 7:22pm

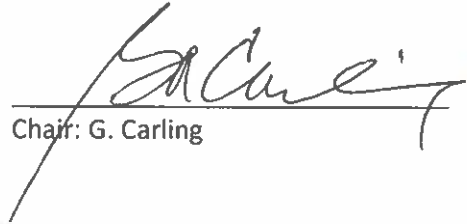
**24-04-03 MOTION:** K. Marra moved to go in camera. 2<sup>nd</sup> G. Carling. **CARRIED.**

**24-04-04 MOTION:** N. Bonsteel moved to go out of in camera. 2<sup>nd</sup> C. Peter. **CARRIED.**

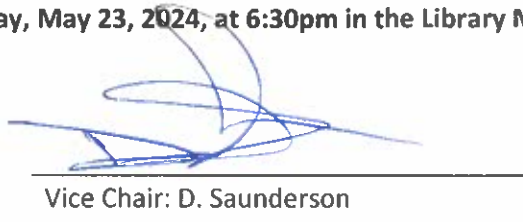
**24-04-05 MOTION:** G. Carling moved to adjourn the meeting. 2<sup>nd</sup> D. Saunderson. **CARRIED.**

Meeting adjourned at 7:55pm.

**Date of next regular meeting: Thursday, May 23, 2024, at 6:30pm in the Library Meeting Room and via Zoom.**



Chair: G. Carling



Vice Chair: D. Saunderson