

**Canmore Library Board Minutes
Regular Meeting on Thursday, June 27, 2024**

CALL TO ORDER: 6:31pm

In Attendance: D. Balmain, N. Bonsteel, G. Carling, W. Fung, A. Hiller, D. Liwanag, C. Peter, M. Preston, D. Wolfe

Guests: A. Morgan, M. Clarke*, E. Schneider
(*via Zoom)

Absent: V. Domingo, K. Marra, D. Saunderson

Chaired by: G. Carling

WELCOME & OPENING REMARKS

G. Carling welcomed everyone and highlighted National Indigenous People's History Month as well as the Library's Indigenous book selections and displays. The Library was thanked for participating in the Town of Canmore's Indigenous Day Fair.

LIBRARY SNAPSHOT: Summer Reading Program & Game

M. Preston introduced the SRP staff, A. Morgan & E. Schneider. A description of the Summer Reading games for preschool, children, teens & adults was shared. The SRP French outreach initiatives were highlighted. The current statistics show that 1443 people have been provided outreach about the 2024 reading game and 280 participants have registered so far. Game materials such as brochures and logbooks were shared as information.

NEW BUSINESS

Benefit Plan Renewal Preliminary Update: M. Preston introduced the Library's benefit plan broker from Prizm, M. Clarke. M. Clarke described the Library's situation and the current need for a full market exercise regarding the renewal of the benefit plan and the new Providers offering the most competitive rates. The current benefit plan with Canada Life is coming up for renewal in September 2024. A PowerPoint presentation outlined a comparison of market rates with various Providers. The Finance Committee will decide on which candidate to move forward with once finalists are chosen. M. Clarke will gather more specific plan information regarding these Providers. The Finance Committee will then make a recommendation to the Board regarding a final candidate for the August 22, 2024, Board meeting.

ACTION: The Finance Committee will select benefit plan finalists for further consideration and recommend a final candidate at the August 22, 2024, Board meeting.

APPROVAL OF THE AGENDA:

24-06-01 MOTION: C. Peter moved to approve the agenda. 2nd W. Fung. **CARRIED.**

APPROVAL OF THE MINUTES:

24-06-02 MOTION: D. Balmain moved to accept the minutes from the May 23, 2024, meeting. 2nd N. Bonsteel. **CARRIED.**

LIBRARY REPORTS & CONTINUING BUSINESS

Library Director's Report (as submitted): M. Preston entertained questions from the Board regarding the monthly report. The Library's Annual In-House Use Survey is July 15 – July 21, 2024. Two wage surveys were briefly discussed, one from AB Municipalities and the forthcoming TRAC Library System survey.

ACTION: A. Hiller will send an email to Board members re: volunteering to help with the visitor count during the Annual In-House Use Survey in July 2024.

ACTION: M. Preston will share the wage survey information with The Board as available for budget planning.

Art Donation: M. Preston reported that the art appraisal is complete. There will be an unveiling of the art donation on Friday, July 12, 2024, at 2pm in the Library.

ACTION: M. Preston will share the appraisal information with the insurance company and have the art piece added to the Library's Insurance Policy.

Safety & Security Toolkit: G. Carling described the Toolkit and how it might be considered in regard to the Library's current policies. Highlighted areas include video surveillance, a new safety & security assessment, criminal and vulnerable records checks.

ACTION: G. Carling will circulate a checklist from the Toolkit with Board members, and members will review and add comments regarding Library safety and security related to Library policies as needed.

ACTION: Going forward, the Policy Committee will refer to the Toolkit when reviewing policies.

OTHER REPORTS:

Strategic Committee: D. Balmain entertained questions regarding the Strategic Plan of Service. A summary of ongoing & completed actions and goals year-to-date was shared.

Board Development and Evaluation: G. Carling highlighted the Stronger Together Libraries conference coming up on October 3-4, 2024, in Edmonton. A. Hiller will be attending the conference. The early bird registration deadline is July 31, 2024. There is money in the Board budget available, if anyone from The Board is interested and able to attend.

Policy Committee: W. Fung. No report.

Friends of the Library: The June Newsletter is available. The Endowment Fund group continues to plan for the campaign coming up in November – December 2024.

Marigold: N. Bonsteel. No report.

COUNCIL UPDATE

No update available.

FINANCIAL UPDATE

M. Preston presented the May financials as information and reported that the Library's budget is on track for the year. The Provincial Grant will show up in the June financials.

M. Preston provided an overview of the next budget planning cycle. M. Preston is in contact with the budgeting representatives from the Town and budget guidelines from the Town are forthcoming. The Finance Committee will meet in August and will make budget and benefit plan recommendations to the Board at the August meeting.

ACTION: The Finance Committee will meet in August 2024 to discuss the new budget and decide on recommendations for the benefit plan at the August 22, 2024, Board meeting.

ACTION: Board Members will consider new budget ideas and share with the Finance committee as needed.

CORRESPONDENCE

- a. Marigold June Newsletter (sent electronically)
- b. Provincial Operating Grant, confirmation letter
- c. Public Library Services Branch June 14 update (sent electronically)

ACTION ITEMS

The Safety and Security Toolkit discussion is ongoing.

24-06-03 MOTION: D. Liwanag moved to adjourn the meeting. 2nd D. Wolfe. CARRIED.

Meeting adjourned at 7:59pm.

Date of budget meeting: Thursday, August 22, 2024, at 6:30pm

Date of next regular meeting: Thursday, September 26, 2024, at 6:30pm in the Library Meeting Room and via Zoom.


Chair: G. Carling


Vice Chair: D. Saunderson

ACTIONS:

- **The Finance Committee will select benefit plan finalists for further consideration and recommend a final candidate at the August 22, 2024, Board meeting.**
- **A. Hiller will send an email to Board members re: volunteering to help with the visitor count during the Annual In-House Use Survey in July 2024.**
- **M. Preston will share the wage survey information with The Board as available for budget planning.**
- **M. Preston will share the appraisal information with the insurance company and have the art piece added to the Library's Insurance Policy.**
- **G. Carling will circulate a checklist from the Toolkit with Board members, and members will review and add comments regarding Library safety and security related to Library policies as needed.**
- **Going forward, the Policy Committee will refer to the Toolkit when reviewing policies.**

- **The Finance Committee will meet in August 2024 to discuss the new budget and decide on recommendations for the benefit plan at the August 22, 2024, Board meeting.**
- **Board Members will consider new budget ideas and share with the Finance committee as needed.**