

**Canmore Library Board Minutes
Regular Meeting on Thursday, May 23, 2024**

CALL TO ORDER: 6:31pm

In Attendance: D. Balmain, N. Bonsteel, G. Carling, V. Domingo*, W. Fung, A. Hiller, D, Liwanag, K. Marra*, M. Preston, D. Saunderson, D. Wolfe
(*via Zoom)

Guest: L. Allen*

Absent: C. Peter

Chaired by: G. Carling

WELCOME & OPENING REMARKS

G. Carling welcomed all members and highlighted the beginning of market season at Elevation Place.

LIBRARY SNAPSHOT: Canmore Public Library Marketing & PR

M. Preston introduced L. Allen. L. Allen shared a slide show presentation describing the Library's social media, promotional and marketing procedures, and the connections to the Strategic Plan. The presentation will be posted to Sync. L. Allen entertained questions from the Board regarding the aspects of the Library's marketing.

APPROVAL OF THE AGENDA:

G. Carling highlighted one item added to Correspondence: The Marigold 2023 Annual Report.

24-05-01 MOTION: D. Liwanag moved to accept the agenda as amended. 2nd D. Wolfe. **CARRIED.**

APPROVAL OF THE MINUTES:

24-05-02 MOTION: D. Saunderson moved to accept the minutes from the April 25, 2024, meeting.
2nd 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 Elevation Place facilities staff will hang the art piece. The paperwork for the appraisal application is complete, and an unveiling date will be determined and shared.

Marigold Conference: D. Saunderson reported that the Marigold Conference was a valuable opportunity and described the sessions that were attended. A. Hiller and M. Preston described attended sessions. Library staff will also be sharing about the conference at the June staff meeting. One of the sessions was about Library Safety and Security. Library staff will be reviewing current safety and security procedures to consider if any changes are necessary. The Board will revisit safety and security at the June 27, 2024 meeting.

ACTION: Board members will review the Safety and Security Toolkit document on Sync for discussion at the June 27, 2024 meeting.

NEW BUSINESS

2.3 Gifts & Donations Policy: D. Liwanag reviewed the policy and the rationale for the changes recommended.

24-05-03 MOTION: D. Liwanag moved to accept Policy 2.3 as presented.
2nd D. Saunderson. **CARRIED.**

OTHER REPORTS:

Strategic Committee: D. Balmain reported the next meeting will be in June 2024.

Board Development and Evaluation: G. Carling commented that there will be an opportunity for Board training in Airdrie on June 15, 2024.

Friends of the Library: M. Preston reported that the Friends Executive meeting will be on June 11, 2024.

Marigold: N. Bonsteel reported that there is no update.

COUNCIL UPDATE

K. Marra described the Town's Friendship Agreement with Sedona. There are no formal ties and the relationship is about exchanging ideas about community groups and connections. The town will reach out to the Library for suggestions regarding an exchange of ideas. There is a new ROAM bus transit route coming soon. The Town had a briefing on Downtown Connect and there was an article in the newspaper sharing ideas that have been gathered. The Town is welcoming everyone to the Party on the Path with a presentation by the Mayor on May 25, 2024.

FINANCIAL UPDATE

V. Domingo presented the April financials and reported that the Library is in a strong cash position.

CORRESPONDENCE

- a. Marigold May Newsletter (sent electronically)
- b. Library Board Levy for Marigold
- c. The Marigold 2023 Annual Report

ACTION ITEMS

No specific items were presented.

24-05-04 MOTION: G. Carling moved to go in-camera at 7:37pm. 2nd D. Wolfe. **CARRIED.**

24-05-05 MOTION: G. Carling moved to return from in-camera at 7:57pm. 2nd D. Liwanag. **CARRIED.**

24-05-06 MOTION: G. Carling moved that the Board accept the report of the Evaluation Committee and that the Board award bonus pay to the Library Director as discussed, with instructions by the chair to follow. 2nd W. Fung. **CARRIED.**

24-05-06 MOTION: D. Wolfe moved to adjourn the meeting. 2nd W. Fung. **CARRIED.**

Meeting adjourned at 7:53pm.

Date of next regular meeting: Thursday, June 27, 2024, at 6:30pm in the Library Meeting Room and via Zoom.


Chair: G. Carling


Vice Chair: D. Saunderson

ACTIONS:

- Board members will review the Safety and Security Toolkit document on Sync for discussion at the June 27, 2024 meeting.