

Canmore Library Board Minutes
Regular Meeting on Thursday, February 22, 2024

CALL TO ORDER: 6:30pm

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

Guests: L. Korsbrek, T. Thierbach

Absent: V. Domingo, D. Wolfe

Chaired by: G. Carling

WELCOME & OPENING REMARKS

G. Carling acknowledged Freedom to Read Week, Intellectual Freedom and highlighted the Canmore Public Library Policy 2.1: Intellectual Freedom and Access to Resources. A round table of introductions for visiting guests was had.

Snapshot: 3D Printing Program

M. Preston introduced T. Thierbach. T. Thierbach presented 3D printing handouts and described the Library's 3D printing programs and services. The Library purchased a MakerBot Sketch 3D printer in the Spring of 2023. The printer cost \$1700.00. 3D printers are a growing trend in public libraries. The 3D printing services at CPL were launched on June 1, 2023. The main purpose of the program is 3D printing services for patrons. Printing services have steadily increased since June 2023. In February 2024, three 3D printing sessions were offered to children as well as an open-house session for the public. All sessions were fully attended.

24-02-01 MOTION: C. Perter moved to accept the Agenda. 2nd D. Saunderson. **CARRIED.**

24-02-02 MOTION: D. Liwanag moved to accept the Minutes from the January 25, 2024 meeting as presented. 2nd D. Balmain. **CARRIED.**

LIBRARY REPORTS & CONTINUING BUSINESS

Library Director's Report (as submitted): M. Preston presented the report as written and entertained questions from the Board. There are no statistics for X (Twitter) followers for January 2024 due to a change in the way X (Twitter) reports this information. The use of X (Twitter) is under review as the Library considers using other social media platforms.

Endowment Fund: D. Saunderson reported that the Finance committee recommends not to take a disbursement from the fund in 2024. The money should remain invested.

24-02-03 MOTION: G. Carling moved no disbursement will be taken from the Endowment Fund for 2024. 2nd D. Saunderson. **CARRIED.**

2024 Budget: COLA, Salary Range: D. Saunderson explained the Town's COLA increase from 2.6% to 5.5%. The Finance Committee recommends that we adjust the Library's 2024 Budget to reflect the COLA increase and the change in salaries and benefits. M. Preston reported on the current 2024 Budget and explained how the COLA increase would impact and change the 2024 Budget.

24-02-04 MOTION: D. Saunderson moved to adjust the 2024 Budget to reflect the COLA increase at 5.5%. 2nd C. Peter. **CARRIED**

Insurance Renewal: M. Preston reported that the Library's insurance renewal is similar to last year. There have been no major changes that increase or decrease the library's coverage. The policy is available for review if anyone would like to read through it. The staff benefit plan is a separate plan.

Discussion of Friends Opportunity: G. Carling introduced L. Korsbrek from the Friends of the Library who was a guest and was representing the Friends in the discussion about a bequest they received on behalf of the Library. The Friends will be making a public announcement about the bequest. The stipulations of the bequest were discussed which included that the money may not be used for operational costs and the money may not go into the Endowment Fund. The final decisions on how the money will be spent will be determined by the Library Board and the Library Director with consensus by the Friends. Discussion was had about the process for using the bequest. Suggestions included ways to include library staff and public input. The 2023 Community Survey provides information about the community's ideas for the library's growth. A discussion was had about possible ways and projects the money could be used for, such as: a satellite branch, a book mobile, collection enhancement, library of things, a special purchase fund, one-time special projects. It was agreed that part of the process is giving everyone time to reflect on ideas and the Strategic Plan. The Friends will be discussing the bequest at their next meeting and will be sharing more information about the timing of the use of the money with the Library.

NEW BUSINESS:

2023 Annual Report: A. Hiller went over the 2023 Annual Report. Annual statistics and final numbers will be presented to the public via displays and social media starting in March.

24-02-05 MOTION: G. Carling moved to accept the Library's 2023 Annual Report for submission to the Public Library Services Branch. 2nd D. Liwanag. **CARRIED.**

8:09pm: *(Board member C. Peter left the meeting. Quorum was still maintained.)*

Schedule C Requisition for Marigold Library System: G. Carling reported that the Town has approved the newest Schedule C agreement which determines the 2025-26 per capita rates for the requisition of funds provided to the Marigold Library System.

24-02-05 MOTION: G. Carling moved to approve the requisition. 2nd D. Saunderson. **CARRIED.**

Policy Review:**4.12.1 Emergency Closure & Staff Remuneration Policy**

Discussion was had regarding the remuneration of pay in section 2.4. Discussion included giving more flexibility to the Library Director to determine how many days to pay staff when/if they are not able to carry out duties working from home. Discussion included ideas around pay equity and the difficulty the Director would have in an emergency deciding who and how much to pay staff.

24-02-06 MOTION: W. Fung moved to accept the change of review date to February 2026.
2nd D. Balmain. **NOT CARRIED. TABLED.**

ACTION: The Policy Committee will revisit section 2.4 of this Policy and report at the March 2024 meeting.

5.1 Investment of Funds Policy

24-02-07 MOTION: W. Fung moved to accept Policy 5.1 with the revised date as presented.
2nd D. Saunderson. **CARRIED.**

OTHER REPORTS:

Strategic Committee: D. Balmain – no report

Marigold: N. Bonsteel reported that the last Marigold meeting focused mainly on the financial review of the year. Financially, the Marigold Library System is in good shape. Some libraries are facing challenges such as respective populations growing faster than funding. Marigold is implementing a Tip Tap Pay donation function on the website and there will be more information to come about this.

Friends of the Library: D. Saunderson attended the recent Friends executive meeting. Discussion was had about the bequest. The last book sale was the most successful book sale since Covid. Everyone is reminded to sign up for the Friends of the Library newsletter. The Friends have cut back on the number of presenters in their Speaker Series due to a saturation of similar programs in the community. The Friends are currently reaching out to their membership to increase volunteers for the book sales.

COUNCIL UPDATE: K. Marra described that housing continues to be a priority for the Town. Funds have been approved for transfer into the fund for Palliser. Tax assessments are in the mail. The Town recently hosted a livability task force open house at the Civic Centre. The Town is seeking ideas for tax incentives and other ideas that can be utilized to improve livability. The Town continues to Work on Downtown Connect. They partnered with the Folk Festival during an open house at the Civic Center for surveying the community. The survey is open online until March for feedback. The Community Report can be viewed online to review Council's goals.

FINANCIAL UPDATE:

M. Preston presented the December Financials as information. The revenue and expenses for 2023 are about 95% of the budget. The January Financials are currently based on the old budget and will be updated to reflect the COLA increase.

24-02-08 MOTION: K. Marra moved to accept the 2023 December & 2024 January financial reports as information. 2nd D. Balmain. **CARRIED.**

CORRESPONDENCE:

- a. Marigold February Newsletter (will be sent electronically)
- b. 2024 Marigold Grant Allocation (Letter)
- c. 2024 Marigold Shared Collection Budget (Letter)

24-02-09 MOTION: G. Carling moved to adjourn the meeting. 2nd D. Liwanag. **CARRIED.**

Meeting adjourned at 8:48pm.

Date of next regular meeting: Thursday, March 28th, 2024 at 6:30pm in the Library Meeting Room and via Zoom.


Chair: G. Carling


Vice Chair: D. Saunderson

ACTIONS:

- The Policy Committee will revisit section 2.4 of Policy 4.12.1 and report at the March 2024 meeting.