

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

**CALL TO ORDER: 6:30pm**

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

**Guests:** C. Scott\*

**Chaired by:** G. Carling

**WELCOME & OPENING REMARKS**

**Presentation of 2023 Audit Report:** G. Carling & M. Preston introduced C. Scott from Avail who presented the 2023 Independent Auditor Report. The report summarized that it was a clean audit with no issues.

**24-03-01 MOTION:** G. Carling moved to approve the draft 2023 audit report as presented. 2<sup>nd</sup> K. Marra.  
**CARRIED.**

**7:00pm:** *(Board member V. Domingo left the meeting. Quorum was still maintained.)*

**Snapshot: 2024 Partnership Map**

A. Hiller presented the Library's 2024 Partnership Map and explained how it connects to The Strategic Plan of Service.

**APPROVAL OF THE AGENDA:** G. Glynis added 6c Art Donation to Item 6 Library Reports and Continuing Business.

**24-03-02 MOTION:** D. Balmain moved to accept the agenda as amended. 2<sup>nd</sup> K. Marra. **CARRIED.**

**APPROVAL OF THE MINUTES:**

**24-03-03 MOTION:** D. Liwanag moved to accept the minutes from the February 22<sup>nd</sup>, 2024, meeting.  
2<sup>nd</sup> N. Bonsteel. **CARRIED.**

**LIBRARY REPORTS & CONTINUING BUSINESS**

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

**Policy Review:**

**4.12.1 Emergency Closure & Staff Remuneration Policy**

W. Fung reviewed updates to the policy. This included a new review date, updates to the wording in section 2.4, and a reference to the Library's Work From Home Guidelines and Request Form. Discussion was had regarding the limited frequency of situations in which the policy would need to be applied. The policy applies to scheduled staff during closure days. It was noted that the policy is in alignment with the Town of Canmore policies and that staff WFH plans need to be approved in advance. Currently, WFH plans are an operational procedure and not policy.

**24-03-04 MOTION:** K. Marra moved to accept the revised policy 4.12. 2<sup>nd</sup> D. Saunderson. **CARRIED.**

**ACTION:** M. Preston will share the Work from Home guidelines and request form with the Board as information.

**Art Donation:** G. Carling & M. Preston highlighted the Library's Gifts and Donations policy as it pertains to the recent art donation being proposed and the request by the donor for a tax receipt. Writing a tax receipt for non-cash donations is done only in exceptional circumstances and requires Board approval. CRA has requirements for non-cash donation tax receipts that will need to be addressed. The art donation is of significant value, so it will require an appraisal.

**24-03-05 MOTION:** G. Carling moved to provide an income tax receipt for the donation of the art.  
2<sup>nd</sup> C. Peter.

Discussion was also had regarding the appraisal process and future costs of maintaining the art such as cleaning and insurance. More information is needed regarding maintenance and insurance costs. The Gifts and Donations policy will be reviewed to consider clarification of non-cash donations such as artwork.

**24-03-05 MOTION AMENDMENT:** G. Carling moved to amend the wording of motion 24-03-05 to approve acceptance of the art donation and provide an income tax receipt to the donor based on the fair market value indicated in an official appraisal report, provided that, at the discretion of the Library Director, the insurance is deemed reasonable, and the donation will not be cost prohibitive for the Library to own. 2<sup>nd</sup> C. Peter. **CARRIED.**

**ACTION:** M. Preston will contact the insurance provider to determine as estimate of insuring the art donation.

**ACTION:** The policy committee will meet before November 2024 to discuss revision and updating the Gifts and Donations policy to better address non-cash and in-kind donations.

#### **NEW BUSINESS**

**Marigold Conference:** The conference is on May 15<sup>th</sup>, 2024, in Calgary. D. Saunderson will attend on behalf of the Board.

**7:46pm:** *(Board member W. Fung left the meeting. Quorum was still maintained.)*

**24-03-06 MOTION:** D. Liwanag moved to close the library on May 15<sup>th</sup>, 2024, to make it possible for all staff to attend the Marigold Conference. 2<sup>nd</sup> N. Bonsteel. **CARRIED.**

#### **OTHER REPORTS:**

**Strategic Committee:** D. Balmain reported that the committee met on March 7<sup>th</sup>, 2024, and general discussion was had to introduce new Board members to the committee. A review of goals and actions in the Strategic Plan of Service was provided, and it was determined that the library is on target executing the Plan. The committee will review the progress of the Strategic Plan as needed and plans to meet again in June 2024.

**Board Development and Evaluation:** G. Carling proposed an in-camera session at the end of the April 2024 meeting. The Board will begin to recruit new Board members soon, focussing on finding candidates with CPA designation to serve as Treasurer.

**Endowment:** G. Carling shared The Endowment Fund working group will meet before the end of April 2024 to being planning the 2024 campaign.

**Finance Committee:** The finance committee will be meeting this summer to begin working on the 2025 budget.

**Friends of the Library:** M. Preston shared highlights from the last book sale. 841 patrons attended. \$4516.55 was raised. 45 volunteers contributed 175.5 volunteer hours. The next book sale will be July 24<sup>th</sup>-27<sup>th</sup>, 2024. The executive will be meeting on April 9<sup>th</sup>, 2024.

**Marigold:** N. Bonsteel reported there were no updates to share.

#### **COUNCIL UPDATE**

K. Marra reported that the Railway Avenue project has been moved to 2025. The Town continues to progress with the Palliser and Housing project.

#### **FINANCIAL UPDATE**

The February financials were presented as information and there are no concerns. M. Preston shared that the February financials are currently based on the original budget and not yet the revised budget for 2024. C. Walker will be updating the budget used for the financials in next month's report.

#### **CORRESPONDENCE**

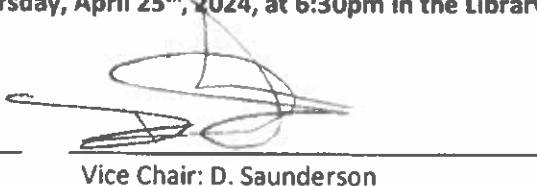
- a. Marigold March Newsletter (sent electronically)
- b. Ric Mclver letter: re: Library Funding (sent electronically)

**24-03-07 MOTION:** D. Liwanag moved to adjourn the meeting. 2<sup>nd</sup> D. Wolfe. **CARRIED.**

Meeting adjourned at 7:59pm.

**Date of next regular meeting:** Thursday, April 25<sup>th</sup>, 2024, at 6:30pm in the Library Meeting Room and via Zoom.

  
Chair: G. Carling

  
Vice Chair: D. Saunderson

#### **ACTIONS:**

- M. Preston will share the Work from Home guidelines and request form with the Board as information.
- M. Preston will contact the insurance provider to determine as estimate of insuring the art donation.
- The policy committee will meet before November 2024 to discuss revision and updating the Gifts and Donations policy to better address non-cash and in-kind donations.