

**Canmore Library Board Minutes
Regular Meeting on Thursday, January 27th, 2022**

CALL TO ORDER: 6:33pm

In Attendance: S. Al-Abbasi, A. Baker, G. Carling, V. Domingo, W. Fung, D. Balmain, E. Lyster, J. MacAulay, K. Marra, K. Wahl, M. Preston, T. Madge

Chaired by: G. Carling

WELCOME & OPENING REMARKS

G. Carling opened the meeting with the land acknowledgment.

Library snapshot: T. Madge gave an overview of the current contents of the time capsule.

22-01-01 MOTION: A. Baker moved to accept the consent agenda. Seconded: D. Balmain. **CARRIED.**

22-01-02 MOTION: A. Baker moved to accept the agenda as amended. Seconded: J. MacAulay. **CARRIED.**

22-01-03 MOTION: J. MacAulay moved to accept the minutes of the November 25th, 2021 meeting. Seconded: S. Al-Abbasi. **CARRIED.**

LIBRARY REPORTS & CONTINUING BUSINESS

Library Director's Report (as submitted): M. Preston entertained questions from the Board regarding the monthly report. The Best Practices for Public Libraries document has been uploaded to SYNC for Board members to read. S. Al-Abbasi asked for an annual wish list for items above and beyond the Library's current scope. Endowment fund initiatives and scheduling for this year will be discussed by the Endowment Fund Working group at their next committee meeting.

22-01-04 MOTION: D. Balmain moved to use the 2021 Gift Funds grant to fulfill current wish list priorities as specified in the Library Director's report. Seconded: K. Wahl. **MOTION NOT CARRIED.**

Discussion: A. Baker would like to have a more in-depth discussion about how large donations are handled and responded to by the Library. S. Al-Abbasi requested a summary of donations for the past three years. S. Al-Abbasi, A. Baker and G. Carling will meet to discuss before the next Board meeting. M. Preston referred the Board to the Extraordinary Spending Policy which covers these types of issues.

22-01-05 MOTION: A. Baker moved to allow M. Preston to proceed with purchasing the priority items identified in the Director's report. Seconded: K. Wahl. **CARRIED.**

ACTION: S. Al-Abbasi, G. Carling and A. Baker will meet to discuss large donations before the February Board meeting.

NEW BUSINESS

New Board Member: V. Domingo was introduced and welcomed as the newest Board member and the Library Board Treasurer.

Policy Review/Updates:

22-01-06 MOTION: A. Baker to accept the Board Member Code of Conduct policy as amended.
Seconded: S. Al-Abbasi. **CARRIED.**

22-01-07 MOTION: K. Marra moved to accept the Recruitment & Selection policy as amended.
Seconded: E. Lyster. **CARRIED.**

22-01-08 MOTION: J. MacAulay moved to accept the Records Retention policy as amended. Seconded:
D. Balmain. **CARRIED.**

22-01-09 MOTION: K. Wahl moved to accept the Wage & Salary Administration policy as amended.
Seconded: J. MacAulay. **CARRIED.**

The new Vaccination policy will be brought back to the Board in February meeting pending revisions, corrections and legal review.

ACTION: K. Marra will get the Town of Canmore's legal department to review the Library's Vaccination policy.

Circular Economy Workshop: Canmore was one of 15 municipalities across Canada who had facilitated discussions about moving towards more circular economies. G. Carling as Library Board Chair was invited to attend the discussions. G. Carling recommended that this be worked into the upcoming strategic plan and/or plan of service for the Library.

OTHER REPORTS

Committee Reports:

Board Development: Two orientation sessions were held, several Board members also attended a Bow Valley not for profit workshop on Board governance.

ACTION: G. Carling will send out YouTube links to the Board.

Strategic Committee: D. Balmain reported on the DPIL. The committee will be working on creating a community survey this year. The list of statistics that the Library Director currently provides in the monthly report have been deemed sufficient.

Friends of the Library: The Friends Book Sale is tentatively scheduled to take place April 21-23th. The Friends executive meeting was held Tuesday, November 30th.

Marigold: The last meeting was held Saturday, November 27th via Zoom. Marigold is hoping to have a grand opening of their new facility in April. There is a video of their automatic sorting machine on Marigold's Facebook page. The idea of the library providing books in Christmas hampers was discussed.

Endowment Fund: Library representatives met with BCCF, but year end reports were not available at that time. S. Al-Abbasi suggested sending a formal thank you to the Friends for all their efforts in 2021.

COUNCIL UPDATE

K. Marra welcomed V. Domingo and reminded the Board that the Town's CAO is leaving but has not yet been replaced. Council is heading into Strategic Planning to create a plan for 2023-2026.

FINANCIAL UPDATE

The November and December 2021 financials were presented as information. V. Domingo recognized M. Preston’s efforts towards staff recognition. The Wage and Salary review will be completed by the end of 2022. The merit and bonus pay ranges are being updated and will be available soon.

2021 Audit: V. Domingo would like the Auditor to present a management letter to the Board.

CORRESPONDENCE

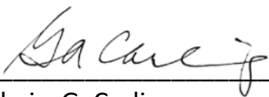
Marigold January Newsletter – circulated via email

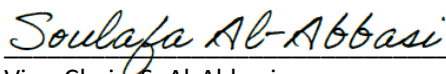
Letter from Ric McIver, Minister of Municipal Affairs: Season’s Greetings

K. Wahl let the Board know that the Seniors Association is going to rerun the Library’s 50th Anniversary presentation as part of the Lifelong Learning series.

Meeting adjourned at 8:23pm.

Date of next regular meeting: Thursday, February 24th, 2022 at 6:30pm


Chair: G. Carling


Vice-Chair: S. Al-Abbasi

