

**Canmore Library Board Minutes
Regular Meeting on Thursday, March 23, 2023**

CALL TO ORDER: 6:26pm

In Attendance: G. Carling, V. Domingo, W. Fung*, J. MacAulay, K. Marra*, N. Miles, M. Preston, T. Madge*, S. Al-Abbasi* (*via Zoom)

Guests: C. Scott*, M. Lutz*

Absent: D. Balmain, R. Yeager

Chaired by: G. Carling

WELCOME & OPENING REMARKS

G. Carling noted the passing of K. Wahl and reflected on his commitment to lifelong learning and dedication to the library. The memorial service will be held on May 5th.

23-03-01 MOTION: V. Domingo moved to accept the agenda. Seconded: J. MacAulay. **CARRIED.**

23-03-02 MOTION: J. MacAulay moved to accept the minutes from the February 23rd, 2023 meeting. Seconded: N. Miles. **CARRIED.**

PRESENTATION OF 2022 AUDIT REPORT: M. Preston introduced C. Scott and M. Lutz from Avail. The Independent Auditor's Report was reviewed.

23-03-03 MOTION: V. Domingo moved to approve the draft audit report as presented. Seconded: W. Fung. **CARRIED.**

LIBRARY REPORTS & CONTINUING BUSINESS

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

Strategic Planning: A survey will be distributed in early April. Board members who cannot attend the planning session may book a one-on-one time to speak with the facilitators.

NEW BUSINESS

Date of April Board Meeting: Due to scheduling conflicts the date of the April meeting will be one week earlier on April 20th instead of April 27th.

Board Vacancy/Appointment: There is a vacancy on the Board, D. Saunderson has been recommended as a replacement for K. Wahl.

23-03-04 MOTION: S. Al-Abbasi moved to contribute \$100 towards a memorial purchase in honor of K. Wahl. Seconded: J. MacAulay. **CARRIED.**

Benefit Plan Update: Changes to the part-time staff benefits plan were discussed. M. Preston recommended changing a portion of the part-time staff's benefits plan from a Health Spending Account to a Wellness Account.

23-03-05 MOTION: W. Fung moved to make the recommended changes to the part-time permanent benefits plan. Seconded: V. Domingo. **CARRIED.**

Marigold Conference: The annual Marigold conference will be held on May 10th in Calgary: Two board members registrations are paid for by Marigold. The early bird registration deadline is April 5th.

23-03-06 MOTION: G. Carling moved that the library be closed on May 10th to allow staff to attend the Marigold Library Conference. Seconded: J. MacAulay. **CARRIED.**

OTHER REPORTS

Committee Reports: There was an inadvertent deletion of all the files on SYNC. The files were restored, but unfortunately every file was restored, even those which were intentionally deleted. G. Carling and M. Preston have been working on cleaning up the files. Caution is advised when deleting or removing files from shared folders. Options for other providers were discussed.

Evaluation Committee: The Evaluation committee will begin the evaluation process in the near future. An in-camera session will be held at the end of the April meeting.

Endowment Committee: A meeting will be set up to discuss 2023 fundraisers.

Friends of the Library: The friends are experiencing a shortage of books for the upcoming sale.

COUNCIL UPDATE

The new Fire Hall is coming along nicely. The pool is experiencing challenges with staffing and air quality. Opportunities for comments on the Palliser ASP are open until March 31 at noon.

FINANCIAL UPDATE

The January and February financials were presented as information.

CORRESPONDENCE

- a. Marigold March Newsletter (sent electronically)
- b. Letter, Rebecca Schulz, Minister Municipal Affairs: 2023 Budget funding for libraries (sent electronically)
- c. Marigold Conference Brochure (sent electronically)
- d. AVAIL: Management Letter Mar 23/23
- e. AVAIL: Post Audit Letter Mar 23/23

Meeting adjourned at 7:26pm.

Date of next regular meeting: Thursday, April 20th, 2023 at 6:30pm

Chair: G. Carling

Treasurer: V. Domingo