

**Canmore Library Board Minutes
Regular Meeting on Thursday, September 28, 2023**

CALL TO ORDER: 6:30pm

In Attendance : G. Carling, J. MacAulay, D. Saunderson, K. Marra, N. Miles*, S. Al-Abbasi, M. Preston, A. Hiller, D. Balmain*, (*via Zoom)

Absent: R. Yeager, V. Domingo, W. Fung

Chaired by: G. Carling

WELCOME & OPENING REMARKS

G. Carling called the meeting to order and read the Land Acknowledgement. The library tour with MLA Sarah Elmeligi was discussed briefly.

M. Preston made an addition to the Agenda in Correspondence: A letter from Ric McIver congratulating the library for being a winner of the Minister's Awards for Municipal and Public Library Excellence for the Community Swaps initiative.

23-09-01 MOTION: J. MacAulay moved to accept the agenda as amended.
2nd D. Saunderson. **CARRIED.**

23-09-02 MOTION: D. Saunderson moved to accept the minutes from the June 22, 2023 meeting as presented. 2nd S. Al-Abbasi.
CARRIED.

LIBRARY REPORTS & CONTINUING BUSINESS

Library Director's Report (as submitted): M. Preston and A. Hiller entertained questions from the Board regarding the report and the Summer Reading Program (SRP) spotlight.

There was a brief discussion regarding the number of children's programs offered during the summer reading program, this included on and off-site activities and events that were offered over the four-month period from May to August.

The Friends of the Library Booksale was cancelled in August and it was noted that this will impact the Friends' budget next year and their future contribution to the library.

2024-2027 Strategic Plan of Service (as submitted): M. Preston presented the new plan and reviewed the various metrics and timelines to be implemented. During discussion, it was suggested that more specific metrics and target dates be included in the evaluation criteria. The Library's new program plan and partnership map/framework will come out in early 2024. The plan to increase the Library of Things was noted. Inclusion of the Endowment Fund in the Strategic Plan of Service was also discussed and it was determined that it is suitable to be part of the plan. Once submitted, the Public Library Services Branch will need to approve the plan so timing may be delayed if changes are required.

ACTION: The new strategic plan of service will be shared with staff, posted on the library website, in social media, and on display at the library throughout October.

2023-09-03 MOTION: G. Carling moved to accept the 2024-2027 Strategic Plan of Service with the additional evaluation criteria as discussed. 2nd S. Al-Abbasi. **CARRIED.**

Board vacancies: G. Carling reported that there are five vacancies on the Board to be filled this October. G. Carling is re-applying for another term, two of the vacancies are mid-term replacements for N. Miles and S. Al-Abbasi who have each submitted their resignation. R. Yeager and J. MacAulay are not reapplying at the end of term so the remaining two slots will be filled by new applicants. If vacancies are not filled, the Town will keep posting the positions.

NEW BUSINESS:

Policy Updates

4.4 Privacy and Confidentiality of Information

M. Preston noted there was an update to the review date.

2023-09-04 MOTION: J. MacAulay moved to accept the changes to policy 4.4 as presented. 2nd K. Marra. **CARRIED.**

4.12 Wage and Salary Administration

M. Preston noted that the review date will be kept as a 2-year term.

2023-09-05 MOTION: D. Saunderson moved to accept the changes to policy 4.12 as presented. 2nd J. MacAulay. **CARRIED.**

OTHER REPORTS

Committee Reports:

Board Development: The Board is looking to fill vacancies for this sub-committee. Board training sessions are coming up and being promoted.

Friends of the Library: Annual memberships expire at the end of August. The AGM is on October 17th in the Program Room at the Library. It will be a hybrid meeting via Zoom and in-person. The Fall Book Sale is scheduled for November 16th-19th.

Marigold: J. MacAulay noted that October is Canadian Library month, she also reported that Banff is providing support to Lake Louise residents after the fire. Strathmore has also welcomed wildfire evacuees from the NWT and Kelowna. Marigold is offering evacuees free library cards. Marigold has finalized the sale of their old building. Marigold is currently working on approving the policy and plan for dissolution and continuation of items. The next meeting will be virtual.

Council Update: K. Marra reported that there is a tax task force that has been approved. It includes members from the community to explore different tax levels considering short term & long-term residents. The task force is to come up with recommendations regarding the housing shortage and high costs of living. The Town is looking for support and ideas regarding the resort town tax and working

with Banff and Jasper on this. Canmore doesn't get the advantage of being in a national park. There are two public hearings coming up about ASP's including the Palliser area and the increasing of roof lines (area re-development).

FINANCIAL UPDATE

V. Domingo's report was submitted as written. There were no questions. M. Preston presented the June, July and August 2023 financials as information.

Our Broker, Prizm Financial, has joined with Acera Benefits, a specialty division of Acera Insurance Services Ltd. Discussion was had about the current benefit plan with Canada Life which is set to expire in 2024. A new plan will need to be in place by September 2024. Our plan costs are expected to increase. Prizm will go to market in the Spring to research options for our benefit plan renewal. Our representative at Prizm Financial can come and present an overview of the plans once a review is complete.

Discussion was had about the potential increase to the Town's COLA in 2024. Administration is going to recommend that Council consider an increase from 2.6% to 5.5%, and asked if the Board wanted to adopt the same increase and make any changes to the Library's 2024 budget request. If adopted, this change would result in an added expense of approximately \$21,000 to the Library's budget. It was noted that the Provincial grant did increase by approximately \$15,000 this year, however, with anticipated increases to the benefit plan and loss of revenue from overdue fines, it was determined that there was insufficient information to make a decision about changing the 2024 COLA and budget at this time. If/when Council changes the COLA, the Board will revisit the budget and determine if the same change will be made by the Library.

ACTION: M. Preston will let Town Administration know that the Board is not making any changes to the 2024 COLA or the Library's 2024 budget request at this time.

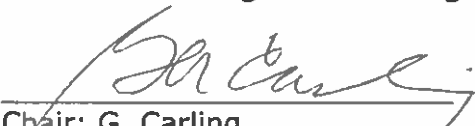
CORRESPONDENCE:

- Marigold August and September Newsletters (sent electronically)
- Letter to Sarah Elmeligi, MLA.
- Marigold Letter 2023 Levy.
- Marigold Letter Services Grant 2nd Installment (sent electronically)
- Letter from the Minister of Municipal Affairs for Community Swaps Initiative Award.

2023-09-06 MOTION: G. Carling moved to adjourn the meeting. **CARRIED**

Meeting adjourned at 7:40pm.

Date of next regular meeting: Thursday, October 26th, 2023 at 6:30pm.


Chair: G. Carling


Vice Chair: S. Al-Abbasi

ACTIONS:

- **The new plan of service will be shared with staff, posted on the library website, in social media, and on display at the library throughout October.**
- **M. Preston will let Town Administration know that the Board is not making any changes to the 2024 COLA or the Library's 2024 budget request at this time.**