

**Canmore Library Board Minutes
Regular Meeting on Thursday, January 25, 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. Wolfe
(*via Zoom)

Absent: D. Saunderson

Chaired by: G. Carling

WELCOME & OPENING REMARKS

G. Carling called the meeting to order and mentioned that January 27th is Family Literacy Day.

Library Snapshot: Outreach Services

M. Preston presented K. Scriven's report as written.

24-01-01 MOTION: K. Marra moved to accept the agenda. 2nd D. Balmain. **CARRIED.**

24-01-02 MOTION: D. Liwanag moved to accept the minutes from the November 23, 2023 meeting. 2nd K. Marra. **CARRIED.**

LIBRARY REPORTS & CONTINUING BUSINESS

Library Director's Report (as submitted): M. Preston presented the report as written. An ad will be placed in the RMO highlighting the Library's recent Minister's Award for Community Swaps. Discussion was had about a recently banned patron.

ACTION: M. Preston will send G. Carling a copy of the letter that was sent to the banned patron as well as the library's current procedures regarding the banning of patrons.

2024 Budget & COLA: G. Carling revisited the COLA increase. A decision needs to be made about whether to implement the increased COLA that was approved by the Town for 2024.

ACTION: The Finance Committee will determine the feasibility of implementing a revised COLA and present this information at the next board meeting.

NEW BUSINESS

Updated Land Acknowledgment: M. Preston described the changes made to the Library's Land Acknowledgement.

Endowment Fund Disbursement: G. Carling shared an update on the Library's Endowment Fund. Final numbers from the BCF are still to be provided for the 2023 endowment campaign. The donors have all been thanked and the library social media will be posting additional thanks to the community. A decision will also be made about whether to take a disbursement from the endowment this year.

OTHER REPORTS

Committee Reports:

Board Development- Save the date for the Marigold conference on May 15, 2024. Usually, we have two Board members attend along our staff.

Policy Committee- No report.

Strategic Committee- No report

Marigold:

G. Carling shared that the Marigold representative is N. Bonsteel & D. Saunderson is the alternate.

Friends of Library: Glynis shared that the Friends of the Library have received a generous bequest and have asked for guidance, contingent on any stipulations that have been set out in the will, from the Library Director and the Board, about how to best use the bequest.

ACTION: G. Carling will ask for further details about the bequest and clarify whether any special considerations need to be addressed.

COUNCIL UPDATE

K. Marra shared that the Director's council presentation was well-received and informative. The new fire hall is open. The old fire hall is now going to be used for Town office space and ROAM transit. D. Liwanag shared that municipal vehicles are getting stored there as well as dog kennels & equipment. The Council recently had a presentation updating them on the Town's strategic plan.

FINANCIAL UPDATE

V. Domingo presented the final November and draft December financials as information. Final December financials will be presented next month. As expected, the library will be under budget for 2023. Thus far, there has been no need to utilize the working capital that was set aside, and we are finishing the year in good standing.

Audit: Pre-audit work has begun. Completion of the audit is planned for the end of March with a draft audit report presented to the Board at the March 28th meeting.

ACTION: The Finance committee will present additional recommendations for any revisions to the 2024 budget at the February 22, 2024 meeting.

CORRESPONDENCE

Marigold November Newsletter (sent electronically)

Marigold Services Grant 3rd Installment Letter

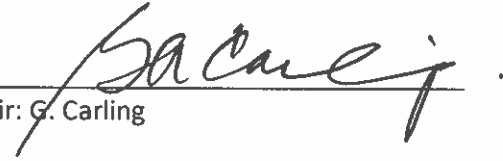
Staff Christmas Card

Ric McIvor, MLA Christmas Card

2024-01-03 MOTION: D. Liwanag moved to adjourn the meeting. 2nd K. Marra. **CARRIED.**

Meeting adjourned at 7:35pm.

Date of next regular meeting: Thursday, February 22nd, 2024 at 6:30pm in the Library Meeting Room and via Zoom.


Chair: G. Carling


Treasurer : Vijay Domingo

ACTIONS:

- M. Preston will send G. Carling a copy of the letter sent to the banned patron and the library's current procedures regarding the banning of patrons.
- The Finance Committee will determine the feasibility of implementing a revised COLA and present this information at the next board meeting.
- G. Carling will ask for further details about the bequest and clarify whether any special considerations need to be addressed.
- The Finance committee will present additional recommendations for any revisions to the 2024 budget at the February 22, 2024 meeting.