



**Municipality of Crowsnest Pass Library Board
Regular Board Meeting
Tuesday March 26th, 2024**

**Crowsnest Community
Library Meeting Room**

Minutes

Attendance: Diane deLauw (Library Manager), Erin Matthews (Chair), Margaret Thomas (Vice Chair), Gale Comin (Treasurer), Doreen Glavin (Council Rep), Lisa Sygutek (Council Rep), Nicole Stafford (Secretary), and John Hucik

1. Call to Order - Erin called the meeting to order at 1:32pm

2. Adoption of Agenda- March 26th, 2024

Margaret motioned to adopt the agenda as presented. Gale Seconded. Motion carried.

3. Adoption of Minutes - February 27th, 2024

Gale made a motion to adopt the minutes. Doreen seconded. Motion carried.

4. Librarian's Report - (attached)

Erin motioned to approve the Librarian's Report. Nicole seconded. Motion carried.

5. Financial Report- (attached)

Erin made a motion to adopt the Financial Report. Gale seconded. Motion carried.

Diane mentioned that 2023 files have been sent to the auditor for the annual audit.

6. Policy update: Section 4 - Policies pertaining to Personnel

a. Review headings and structure of section 4

Nicole made a motion to remove 4.1, 4.8, and pay scales from Section 4 - Policies pertaining to Personnel, and for Diane to consolidate Section 4 and bring back to the board. Margaret seconded. Motion carried.

7. Plan of service (2025-2030)

Three priority service responses (#5, #9 & #18) were selected and will be refined at future meetings.

8. Meeting Adjournment - Nicole made a motion to adjourn the meeting at 1:57pm.

Next Regular Meeting: April 23rd, 2024 (1:30pm)

Approved _____ Date _____

Librarians Report
March 26th, 2024

Programming

- BRAT Pack continuing Tuesday mornings until the end of May.
- Movies played on March 15th and 16th.
- Spring Break – Cardboard Engineering (Tues-Thurs). April 2-4.
- Spring Break movies Friday & Saturday. April 5-6.
- Adult Coloring program continuing on Wednesdays.
- Grade 1 class visiting on March 27th. (48 kids expected)

Use of Library space

- March - Tutoring, meetings, interviews, events, clubs, & information sessions.
- In April we have 4 separate bookings from Adult Education (+2 in May).
- AHS regular Information Sessions twice a month.

Staffing

- Short staffed in March due to sick leave.

Building update

- Johan is looking into options for the elevator. We will need to involve an architect as part of the planning process.
- Johan is also checking into the level of involvement needed by the Municipality.

WiFi hotspots

- Current grant to cover subscriptions ends December 2024.
- Current subscription cost is \$30 per month for each device.
- We would need to add \$1800 to our annual budget starting in 2025 to cover this cost.

Library Donation

- Full donation has come through for the Cuddle Chair, and stained-glass piece.

Friends of the Library

- Silent Auction for Quilt is ending March 30
- New Adirondack chair project is in progress.

Municipality of Crowsnest Pass Library Profit & Loss Budget vs. Actual January through March 2024

		Jan - Mar 24	Budget
Income			
Funding			
	4000 · Municipality	156,102.00	156,102.00
	4010 · Province of Alberta	0.00	40,298.00
Total Funding		156,102.00	196,400.00
Operations			
	4100 · Book Sales	290.59	800.00
	4120 · Donations (made to Library)	40.10	0.00
	4130 · Facility Use	80.00	150.00
	4140 · Print & Photcopy	358.50	2,500.00
	4150 · Fines	55.00	200.00
	4500 · Interest Income	67.94	1,500.00
Total Operations		892.13	5,150.00
Total Income		156,994.13	201,550.00
Gross Profit		156,994.13	201,550.00
Expense			
	5050 · Board Expenses	0.00	50.00
	5200 · Furniture & Equipment	0.00	400.00
	5300 · Bank Charges	0.00	50.00
	5460 · Janitorial/Cleaning	504.00	3,400.00
	5500 · Computers	0.00	1,600.00
	5530 · Office Supplies	767.01	3,400.00
	5610 · Bldg. / Yard Repairs & Maint.	3,033.47	8,000.00
	5650 · Professional Assoc. Memberships	0.00	50.00
	5655 · Regional Library Membership	10,300.45	21,000.00
	5660 · Professional Develop. Expense	0.00	1,500.00
	5670 · Program Expenses	381.43	950.00
	5700 · Library Wages (4/26)	18,352.77	136,000.00
	5760 · Security System	0.00	1,350.00
	5800 · Telephone	61.92	800.00
	5850 · Utilities	4,029.00	23,000.00
Total Expense		37,430.05	201,550.00
Net Income		119,564.08	0.00
Current Assets			
	1000 · Royal Bank - Chequing	6,079.00	
	1100 · GICoperations	130,000.00	
Total Current Assets		136,079.00	