



**Municipality of Crowsnest Pass Library Board  
Regular Board Meeting  
Tuesday January 22, 2019 (1:30pm)  
Crowsnest Community Library Auditorium**

**Minutes**

**Attendance:** Diane deLauw (Library Manager / Treasurer), Erin Matthews (Chair), Nicole Stafford (Secretary), Gale Comin, Barbara Huseby, and Margaret Thomas.

**Regrets:** Sally Bulloch (Vice Chair) and Doreen Glavin (Municipal Council Rep.)

**Absent:** Lisa Sygutek (Municipal Council Rep)

1. **Call to Order** - Erin called the meeting to order at 2:16 pm

2. **Agenda:**

Gale made a motion to adopt the agenda.

3. **Adoption of Minutes - November 24th, 2018**

One alteration to the November minutes was to change the date from Sept 18 to Oct 23.

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

4. **Librarian's Report (attached)**

5. **Financial Report (attached)**

Nicole made a motion to adopt the financial report. Barbara seconded. Motion carried.

6. **Board Meeting Times**

The 4th Tuesday of every month @ 1:30 still works for everyone.

7. **SALC February 28 to March 2, 2019 (discussed)**

Diane, Rean and Erin registered. We will see if we can have online access to presentations.

8. **Policy Review**

a. Sections 5 and 8 will be discussed at the next board meeting.

b. Gale made a motion to approve the revisions made for 4.10.5 to 4.10.7. Erin seconded. Motion Carried

**Next regular meeting date February 26, 2019 at 1:30pm.**

Erin made a motion to adjourn the meeting at 2:54 pm.

Approved \_\_\_\_\_ Date \_\_\_\_\_

Crowsnest Community Library  
Librarians Report - January 22, 2019

- Programming
  - “Start the New Year at the Library” January 2-4. Held during school break. We had Lego, Crafts, and Games. 15-20 participants per day.
  - We are celebrating Family Literacy Day on Saturday January 26th, 1-3pm. Program is “Who’s in Your Library” and will be about popular book characters.
- Partnerships
  - Adult Ed courses still running on Thursday nights. They are continuing into the spring.
  - 1 Book 3 Schools assembly is January 25th at ISS. Rean will attend.
  - “Lasagna with a side of Literacy” was November 29th. 65 participants
- Art displays
  - “Mountain Spirits” (kids art contest) display was Dec 4-15. We had about 60 attend the opening reception on Dec 4th. Many people came during the week to view the artwork as well. Our walls were covered with artwork for 2 weeks.
- Building Maintenance
  - Water fountain / filling station installed.
  - Carpet project has started up. Ola and Alexa from the Municipality are working with me to iron out the details. Once we get started the moving of the books will be the biggest project, and will require some extra hours for staff. I believe the work can be done in sections, and I am hoping we will not need to close the Library during the renovation.
- Annual Report to Public Libraries Services Branch
  - Chinook Arch generates statistics that we use to put the Annual Report together. They just came in late last week, so I am still compiling the data. The Report will be brought to the next Board meeting for approval.
- Librarians Meeting - January 7th, 2019
  - Presentation on Opioid Crisis (A Rural Perspective) from ARCHES
  - Presentation on FOIP from the University of Lethbridge
  - Robin Hepher (CEO) reported that he will be starting Library Board visits
  - Working on an agreement to allow patrons to sign up or renew their library cards at any Chinook Arch Library. Presently it can only be done at your home library.
  - End of Chinook Arch Mobile App is February 21. They will not be replacing it, and are encouraging people to use the website.
  - Next meeting March 11th, after Library Conference
- Southern Alberta Library Conference - Feb 28 to Mar 1, 2019
  - Rean and I are registered, and planning to attend.
  - I will get Barb to work alone Friday and Saturday. Possibly closing early Friday.

## Municipality of Crowsnest Pass Library Profit & Loss Budget vs. Actual January 2019

				Jan 19	Budget
<b>Income</b>					
<b>Grants</b>					
			4025 · Canada Summer Jobs	0.00	4,000.00
			4000 · Municipality	0.00	125,000.00
			4010 · Province of Alberta	0.00	31,907.00
			<b>Total Grants</b>	<b>0.00</b>	<b>160,907.00</b>
			4500 · Interest Income	0.00	100.00
<b>Operations</b>					
			4150 · Fines	0.00	1,500.00
			4120 · Donations (made to Library)	0.00	800.00
			4130 · Facility Use	0.00	500.00
			4140 · Print & Photcopy	0.00	3,000.00
			4100 · Book Sales	0.00	100.00
			4170 · Coffee	0.00	400.00
			<b>Total Operations</b>	<b>0.00</b>	<b>6,300.00</b>
			<b>Total Income</b>	<b>0.00</b>	<b>167,307.00</b>
			<b>Gross Profit</b>	<b>0.00</b>	<b>167,307.00</b>
<b>Expense</b>					
			5100 · Advertising	0.00	100.00
			5300 · Bank Charges	0.00	75.00
			5610 · Bldg. / Yard Repairs & Maint.	23.05	4,000.00
			5050 · Board Expenses	0.00	100.00
			5200 · Furniture & Equipment	0.00	400.00
			5460 · Janitorial/Cleaning	0.00	3,000.00
			5700 · Library Wages	0.00	121,000.00
			5530 · Office Supplies	0.00	4,000.00
			5650 · Professional Assoc. Memberships	0.00	150.00
			5660 · Professional Develop. Expense	0.00	1,429.26
			5670 · Program Expenses	0.00	600.00
			5655 · Regional Library Membership	0.00	19,952.74
			5760 · Security System	0.00	1,000.00
			5800 · Telephone	121.40	1,500.00
			5850 · Utilities	947.74	10,000.00
			<b>Total Expense</b>	<b>1,092.19</b>	<b>167,307.00</b>
			<b>Net Income</b>	<b>-1,092.19</b>	<b>0.00</b>
<b>Current Assets</b>					
			1020 · Cash on Hand - Blairmore	100.00	
			1025 · Cash Drawer Blairmore	50.00	
			1000 · Royal Bank - Chequing	9,559.92	
			<b>Total Current Assets</b>	<b>9,709.92</b>	

#### 4.10.5 Termination

Proper notice must be given when an employee quits or an employer terminates an employee.

- a) Employees who wish to end their employment must give written notice to the employer. The length of notice period is based on how long the employee has worked for the employer, as outlined in Alberta Employment Standards
- b) Dismissal:
  - The employer may end the employment relationship at any time during the probationary period without written notice.
  - Employees will be given written notice of the cause for their impending dismissal as outlined in Alberta Employment Standards.
    - i. The Library Manager, Board Chairperson or a Committee of Board members, which will include the Chairperson, will discuss with the employee the area(s) causing concern and leave with the employee a written statement of the expectations.
    - ii. A period of no less than three (3) months and no more than six (6) months will be given the employee for the fulfillment of the expectations.
    - iii. At the end of the allotted time period, if expectations have not been fulfilled, the employee shall be given notice of dismissal as required by law.
  - An employee may be dismissed, disciplined, or suspended by the Library Manager or the Board for:
    - i. Incompetence or unfitness as determined by an unsatisfactory performance appraisal;
    - ii. Substance abuse during working hours;
    - iii. Repeated absence without notice or leave;
    - iv. Harassment, whether sexual, racial, or of any other nature
    - v. Actions which can be proven to be incompatible with and detrimental to the mission of the Municipality of Crowsnest Pass Library.
  - In exceptional cases, such as for theft, damage to records, etc., summary dismissal may occur.
  - The employee may appeal dismissal through the established Grievance Procedure in the Conditions of Employment.

#### 4.10.6 Security

All personnel are required to alert their immediate supervisor or the Board regarding any security concerns. Staff working in the building during off-hours are responsible for maintaining the security of the building during their stay and for leaving the building secure.

#### 4.10.7 Staff Development

- a) All staff receive ongoing professional development through attending at least one library conference, or library related professional development seminar, or workshop annually. Pre-authorization by supervisor is required.
- b) Time spent at training, shall be considered working hours up to a maximum of 8 hours per day. Travel expenses not covered by program coordinator will be paid by the Board.
- c) A report of attendance and information shall be made to the Board.
- d) Professional Development fees shall be reimbursed as pre-authorized upon completion.