



Municipality of Crowsnest Pass Library Board
Regular Board Meeting
Tuesday March 22, 2022 (1:30pm)
Crowsnest Community Library Auditorium

Minutes

Attendance: Diane deLauw (Library Manager / Treasurer), Erin Matthews (Chair), Doreen Glavin (Municipal Council Rep), Gale Comin (Treasurer), and Margaret Thomas (Vice Chair).

Regrets: Nicole Stafford (Secretary), and John Hucik.

Absent: Lisa Sygutek (Municipal Council Rep).

1. Call to Order - Erin called the meeting to order at 1:35 pm

2. Agenda - March 22, 2022

Doreen made a motion to adopt the agenda as amended.

3. Adoption of Minutes - February 22, 2022

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

4. Piano expense

We have had requests to practice on the piano, and thought it would be a good community resource to make available to anyone. Piano needs tuning, which has been quoted at \$140.

Erin made a motion to have the piano tuned for \$140. Doreen seconded. Motion carried

5. Librarians Report (attached)

Doreen made a motion to approve the hotel cost for Diane to stay 2 nights in Lethbridge for the Library Conference on April 29th. Gale seconded. Motion carried.

7. Financial Report (attached)

Some discussion about advertising our Facility Use or Room Rental options.

Action item: Diane will ensure that there is information on the website and facebook page.

She will also check on the Library section of the Municipal website.

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

8. Meeting Adjournment

Erin made a motion to adjourn the meeting at 2:30 pm.

Next regular meeting date: April 26th, 2022 at 1:30pm.

Approved _____ Date _____

Librarians Report
March 22, 2022

Programming

- BRAT Pack resumed in-person. It is being well attended, with new families coming.
- 40 Developmental Assets' first movie night is March 18th.
- Youth week is the first week in May, and we plan to host an event at the Library.

Building/Yard maintenance

- Furnace issues have been resolved.

Chinook Arch

- In-person/virtual meetings being held.
- [New system agreement](#) posted on Chinook Arch website.
- Library Memberships will soon be able to be renewed online.
- Computer orders to be placed ASAP because of delivery delays.
 - I have placed my order
- Gale Courses is being replaced by Udemy in June.

Manager request

- Chinook's SALC is from 10:30 am to 9:00 pm on April 29th. Special room rates are available for Thursday and Friday nights. I am the only staff member attending this year and would like to stay for both nights with Board approval.

Municipality of Crowsnest Pass Library

Profit & Loss Budget vs. Actual

January through March 2022

					Jan - Mar 22	Budget
			Income			
			Funding			
			4000 · Municipality		137,100.00	137,100.00
			4010 · Province of Alberta		0.00	31,907.00
			Total Funding		137,100.00	169,007.00
			Operations			
			4100 · Book Sales		57.30	600.00
			4120 · Donations (made to Library)		11.00	900.00
			4130 · Facility Use		0.00	1,000.00
			4140 · Print & Photocopy		138.75	3,300.00
			4150 · Fines		37.99	400.00
			4170 · Coffee		0.00	400.00
			Total Operations		245.04	6,600.00
			4500 · Interest Income		0.00	125.00
			Total Income		137,345.04	175,732.00
			Gross Profit		137,345.04	175,732.00
			Expense			
			5050 · Board Expenses		0.00	100.00
			5200 · Furniture & Equipment		65.98	400.00
			5300 · Bank Charges		39.67	75.00
			5460 · Janitorial/Cleaning		694.62	3,000.00
			5500 · Computers		0.00	1,400.00
			5530 · Office Supplies		416.88	3,000.00
			5610 · Bldg. / Yard Repairs & Maint.		3,507.96	5,400.00
			5650 · Professional Assoc. Memberships		0.00	300.00
			5655 · Regional Library Membership		9,619.37	20,753.00
			5660 · Professional Develop. Expense		0.00	804.00
			5670 · Program Expenses		142.31	850.00
			5700 · Library Wages		19,240.53	128,000.00
			5760 · Security System		0.00	1,250.00
			5800 · Telephone		338.77	1,200.00
			5850 · Utilities		3,748.79	9,200.00
			Total Expense		37,814.88	175,732.00
			Net Income		99,530.16	0.00
			Current Assets			
			1100 · GIC Operations		100,000.00	
			1000 · Royal Bank - Chequing		3,494.00	
			Total Current Assets		103,494.00	