



Municipality of Crowsnest Pass Library Board
Regular Board Meeting
Tuesday May 24, 2022
Crowsnest Community Library Auditorium

Minutes

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

1. Call to Order- Erin called the meeting to order at 1:30pm.

2. Adoption of Agenda - May 24, 2022

Erin made a motion to adopt the agenda as amended. Nicole seconded. Motion carried.

3. Adoption of Minutes - April 26, 2022

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

4. Librarians Report (attached)

5. Financial Report 2022 to date (attached)

Doreen made a motion to adopt the financial report as amended. Margaret seconded. Motion carried.

6. Performance evaluation form

Discussion on what to include in evaluation. Committee struck for evaluation. Erin, Gale, and Margaret will sit on the committee. Date set in June for evaluation.

7. Meeting Adjournment

Nicole made a motion to adjourn the meeting at 2:18pm.

Next Regular Meeting: June 21, 2022 at 1:30pm

Approved _____ Date _____

Librarians Report
May 24, 2022

Programming

- The Landfill has approved a grant of \$500 towards our Summer Story Walks.
- We will be wrapping up BRAT Pack at the end of May. Done until September.
- Kids Kollege visit was May 12th.
- Summer Reading Program kick-off is planned for June 24th.
 - We will run our SRP program for 6 weeks this summer.
- Pam McDowell wrote a JF book about the Waterton Fire.
 - She has asked to come in and do a book reading, craft and activity in July.
- My York Creek Lodge visits have stopped as my 1 patron passed away. I have contacted the recreation co-ordinator about future visits or a donation of Large Print books. She wants to wait until they are moved into the new space, and she is very interested in getting more books and setting up future visits.

Financial Audit

- Financial audit is completed. Waiting on Direct Payments section to be signed off by Municipal Office.
- Once documents are complete, I can use them to apply for Provincial funding.

Chinook Arch

- Southern Alberta Library Conference was a great way to get back to networking.
 - We won a READ award (Reward for Excellence and Distinction) for going Virtual with BRAT Pack (plaque and \$200)

Staffing

- I have advertised for the summer position. The closing date was Friday. I will begin interviews soon.
 - My Canada Summer Jobs grant is still under review. I will hire within the parameters set out; in case we are approved for funding at a later date.
- Rean is attending SRP webinar training May 25th, and inhouse Chinook Arch workshop on June 13th.

Building/Yard Maintenance

- Municipal staff have been assessing the sidewalks and steps. There is a lot of cement erosion. They plan on doing some major repairs this year.
- I enquired about removing a half dead tree from the north side of our lot. The Community Services and Transportation departments at the Municipality are looking into it.
- I have enquired as to whether the Library basement carpet replacement was included in the Facility Maintenance budget for 2022. We did mention it in our presentation, but since it is not our budget, I am not sure if it was considered.

Note: Judy Bradley (former Librarian) passed away last week. She was on the Friends of the Library Board and was a great supporter of our Library. We will put a short announcement in our newsletter. Generously, the family has asked that memorial donations be made to our Library. We have received several donations in her name.

Municipality of Crowsnest Pass Library
Profit & Loss Budget vs. Actual
 January through May 2022

[illegible]