

## Municipality of Crowsnest Pass Library Board Regular Board Meeting Tuesday, June 21, 2022 at 1:30pm

## **Crowsnest Community Library Meeting room**

#### **Minutes**

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

Regrets: Lisa Sygutek (Municipal Council Rep) and John Hucik

- **1. Call to Order-** Erin called the meeting to order at 1:34pm
- 2. Adoption of Agenda June 21, 2022

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

3. Adoption of Minutes - May 24, 2022

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

**4. Librarians Report** (attached)

Action Item: Diane will follow up with the Municipality regarding sidewalk repairs.

5. Financial Report - 2022 to date (attached)

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

6. In Camera

Erin moved to go into camera at 2:02pm. Erin moved to come out of camera at 2:12pm.

7. Meeting Adjournment

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

Approved	Date	

Next Regular Meeting: September 13, 2022 at 1:30pm

#### Librarians Report June 21, 2022

## Programming

- Landfill grant of \$500 towards our Summer Story Walks was received.
- Storywalks are all planned, with the first one starting this week
  - We are using a book by local author Billie-Jo Legroulx
  - There will be 6 storywalks in total, running every other week.
- Summer Reading Program kick-off is planned for June 24<sup>th</sup>.
  - o We will run our SRP program for 6 weeks this summer.
- My York Creek Lodge visits should soon restart now that the residents have moved.

### Provincial Funding

- All documents secured and signed.
- Provincial funding application submitted.

#### Chinook Arch

- Online membership renewals start today.
- Robin Hepher Chinook Arch CAO presented to our Council on June 14<sup>th</sup>.
  - o He only notified me that morning, but fortunately I was able to attend with him.

## Staffing

- Summer positions have been filled and new hires will begin this Friday.
- We hired a full-time position that will be covered by Canada Summer Jobs if approved.
- We also hired a part-time position that will help with the Summer Reading Program and Story Walks. Approximately 10 hours per week.
- All 3 permanent staff have holidays booked over the summer.

#### Building/Yard Maintenance

- The cost to repair / re-do the concrete steps, patio and portion of sidewalk is \$17,000.
  - o It will be taken forward to Council as a 2023 Budget Initiative.
  - o To address public safety, Maintenance Staff will do an interim repair asap.
- Basement carpet replacement will be considered in the 2023 Municipal budget.
- Leak was discovered in the outside line leading to sprinkler system.
  - Morency was called in to repair.
- Barb has taken on improving the flower gardens. She has been accepting perennial donations from community members.

#### Friends of the Library

- Arranged for Local Authors to use their space at the Market.
- Casino volunteers are ready for next weekend.
- Will be at the market June 30<sup>th</sup> with large Scrabble and Connect 4 games.
- Silent auction for quilt ending July 2<sup>nd</sup>.

#### Public Libraries Services Branch

• Changing some statistics being collected for 2022.

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

January through June 2022

		, ,		
			Jan - Jun 22	Budget
Inco	ome			
Awards		200.00		
	Fun	ding		
		4000 · Municipality	137,100.00	137,100.00
		4010 · Province of Alberta	0.00	31,907.00
	Tota	al Funding	137,100.00	169,007.00
		erations		,
	Ė	4100 · Book Sales	284.35	600.00
		4120 · Donations (made to Library)	1,012.55	900.00
		4130 · Facility Use	20.00	1,000.00
		4140 · Print & Photcopy	949.75	3,300.00
		4150 · Fines	64.79	400.00
		4170 · Coffee	0.00	400.00
	Tota	al Operations	2,331.44	6,600.00
	450	0 · Interest Income	192.88	125.00
Tota	Total Income		139,824.32	175,732.00
Gross P	Gross Profit		139,824.32	175,732.00
Exp	ense	•		
	505	0 · Board Expenses	0.00	100.00
	520	0 · Furniture & Equipment	205.98	400.00
	530	0 · Bank Charges	53.17	75.00
	546	0 · Janitorial/Cleaning	1,653.09	3,000.00
	550	0 · Computers	1,400.80	1,400.00
	553	0 · Office Supplies	1,342.09	3,000.00
	561	0 · Bldg. / Yard Repairs & Maint.	4,937.92	5,400.00
	565	0 · Professional Assoc. Memberships	0.00	300.00
	565	5 · Regional Library Membership	9,619.37	20,753.00
	566	0 · Professional Develop. Expense	391.86	804.00
	567	0 · Program Expenses	414.01	850.00
	570	0 · Library Wages	56,977.58	128,000.00
	576	0 · Security System	0.00	1,250.00
5800 · Telephone		664.43	1,200.00	
	5850 · Utilities		6,909.67	9,200.00
	al Ex	pense	84,569.97	175,732.00
Net Income			55,254.35	0.00
		4.4.0.040		
Cu	rrer	nt Assets	F0 100 00	
	-	1100 · GlCoperations	50,120.00	
1000 · Royal Bank - Chequing		848.00		
10	tai (	Current Assets	50,968.00	