



Municipality of Crowsnest Pass Library Board
Regular Board Meeting
Tuesday March 28th, 2023
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), Lisa Sygutek (Municipal Council Rep), Gale Comin (Treasurer), and John Hucik.

- 1. Call to Order- Erin called the meeting to order at 1:35pm.
2. Adoption of Agenda - February 28th, 2023
Margaret motioned to adopt the agenda with changes. Nicole seconded. Motion carried.
3. Adoption of Minutes - February 28th, 2023
Margaret made a motion to adopt the minutes. Gale seconded. Motion carried.
4. Business arising from minutes:
a. AG Society contact - Erin stated that money is available for flower beds and to forward a proposal. Diane will follow up.
b. Letter to council - capital budget request (from AGM)
Being presented at the April 4th council meeting.
5. Librarians report (attached)
Erin motioned to accept the report as presented. Gale seconded. Motion carried.
6. Financial Report (attached)
Lisa motioned to approve the Financial Report. Erin seconded. Motion carried.
7. Policy Review section 2
Diane will make adjustments to Policy section 2 and bring it back to board for review.
8. Meeting Adjournment
Erin made a motion to adjourn the meeting at 2:23 pm.

Next regular meeting date is April 25th, 2023 at 1:30pm.

Approved _____ Date April 25th, 2023

Librarians Report
March 28, 2023

Programming

- April movie on the 1st at 1pm
 - Playing "Family Camp"
- Stay and Play stations planned for Easter break.
- Next Digital Literacy class coming soon.
- Rean is working on Hebocon (crappy robot battle) for youth week.
- Teen Movie during Youth Week and May 13th.

Makerspace activities

- Keva Planks were a big hit
- Easter Egg decorating currently

Chinook Arch

- New website should be available in April.
- Conference – Was a great learning/networking opportunity.
- SALC sessions attended
 - Guest speaker – storyteller
 - Improved Outreach Services
 - Escape from SALC
 - Alberta Law Libraries
 - Unique Partnerships (Diane presented)
 - Best New Diverse Books for children
 - Welcoming and Supporting Disability
 - Hebecon! Crappy Robot Battle

French collection

- French Library in Lethbridge is closing and distributing materials.
- We have added a small Juvenile French collection.

PLSB

- PLSB Annual report submitted.
- Announcement regarding funding.
 - Crowsnest Pass eligible for \$40,298 in 2023

Library Audit

- BDO has financial documents from 2022 and is conducting annual audit.

Use of Library spaces increasing

- French School held an Informational Session.
- Political meet and greet held at Library.
- Adult Education booked space in March and plans to run a class in April/May.
- CNP40 held their AGM here.
- Brighter Futures – Laugh & Learn

Friends of the Library

- Approved purchase of 4 Bean Bag chairs (expected by month end).
- Approved purchase of 5 Lounge Chairs (expected in May).

Municipality of Crowsnest Pass Library Profit & Loss Budget vs. Actual January through March 2023

				Jan - Mar 23	Budget
Income					
Funding					
		4000 · Municipality		153,050.00	153,050.00
		4010 · Province of Alberta		0.00	31,907.00
Total Funding				153,050.00	184,957.00
Operations					
		4100 · Book Sales		174.75	700.00
		4120 · Donations (made to Library)		351.21	0.00
		4130 · Facility Use		30.00	100.00
		4140 · Print & Photcopy		651.00	2,500.00
		4150 · Fines		41.34	200.00
		4500 · Interest Income		110.50	500.00
Total Operations				1,358.80	4,000.00
Total Income				154,408.80	188,957.00
Gross Profit				154,408.80	188,957.00
Expense					
		5050 · Board Expenses		0.00	50.00
		5200 · Furniture & Equipment		115.87	400.00
		5300 · Bank Charges		0.00	100.00
		5460 · Janitorial/Cleaning		822.34	3,200.00
		5500 · Computers		1,417.68	1,500.00
		5530 · Office Supplies		534.65	3,369.00
		5610 · Bldg. / Yard Repairs & Maint.		1,719.38	7,500.00
		5650 · Professional Assoc. Memberships		38.10	350.00
		5655 · Regional Library Membership		10,108.46	19,238.00
		5660 · Professional Develop. Expense		766.86	800.00
		5670 · Program Expenses		61.36	900.00
		5700 · Library Wages		29,197.38	132,000.00
		5760 · Security System		0.00	1,300.00
		5800 · Telephone		160.45	1,250.00
		5850 · Utilities		4,119.47	17,000.00
Total Expense				49,062.00	188,957.00
Net Income				105,346.80	0.00
Current Assets					
		1100 · GICoperations		<u>115,000.00</u>	
		1000 · Royal Bank - Chequing		<u>3,634.00</u>	
Total Current Assets				133,300.37	