



**Municipality of Crowsnest Pass Library Board**  
**Regular Board Meeting**  
**Tuesday April 25th, 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 1:33pm.

**2. Adoption of Agenda** - April 25th, 2023

Gale motioned to adopt the agenda with changes. Erin seconded. Motion carried.

**3. Adoption of Minutes** - March 28th, 2023

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

**4. Business arising from minutes:**

**a. Letter to council – 2023 capital budget request (from AGM).**

Capital budget request was approved by the council - for carpets and front cement work.

**5. Librarians report (attached)**

Gale made a motion to hire two summer students full time for this summer. Erin seconded. Motion carried.

Nicole motioned to accept the report as presented. Margaret seconded. Motion carried.

**6. Financial Report (attached)**

Erin motioned to approve the Financial Report. Gale seconded. Motion carried.

**7. Financial audit – to be approved.**

Nicole motioned to approve the audit report from BDO. Margaret seconded. Motion carried.

**8. Policy Review**

Doreen motioned to table the policy review. Erin seconded. Motion carried.

**9. Meeting Adjournment**

Lisa made a motion to adjourn the meeting at 1:55 pm.

**Next regular meeting date is May 23rd, 2023 at 1:30pm.**

Approved \_\_\_\_\_ Date May 23rd, 2023

Librarians Report  
April 25th, 2023

Programming

- Stay and Play stations over Easter break were very popular all week long.
- Family Movie May 6th at 1pm - "Atlantis: The Lost Empire"
- Hebocon (crappy robot battle) for youth week.
- Teen Movie during Youth Week "Missing".
- Kids Kollege visit May 10
- Games day – May 18<sup>th</sup> (grades 4-8)
- Bubble Fun – May 31<sup>st</sup> (grades 1-3)

Chinook Arch

- Website training – April 20<sup>th</sup> (Diane).
- Library Tour – Claresholm Library May 29<sup>th</sup>.
- Next Librarians meeting is May 1<sup>st</sup>.
- Have added to the regional program kits that we can use.

Library Audit

- BDO has completed annual audit for Board approval.
- PLSB funding can be requested as soon as audit is approved

Use of Library spaces

- Adult Education booked space to run a 5-week class in April/May.

Staffing

- 1 summer student hired (return from last year).
- Would like to hire another full-time summer position (part-time last year).
- Full time staff holiday time has recently increased, and we could use the coverage.
- I did apply for 2 full time positions with Canada Summer Jobs, but have not heard back.
- Asking for approval, as it could put us slightly over in the budget for 2023 wages.

Building update

- Cement replacement approved and will be done as soon as weather permits.
- Basement carpets approved, awaiting start time.
- Basement has been re-arranged and a plug install has been requested.

Friends of the Library

- Purchased 4 Bean Bag chairs.
- Approved purchase of 5 Lounge Chairs (expected in June).
- Planning for summer markets and upcoming raffle

Note: I attended volunteer luncheon put on by the Municipality.

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

		Jan - Apr 23	Budget
<b>Income</b>			
<b>Funding</b>			
	4000 · Municipality	153,050.00	153,050.00
	4010 · Province of Alberta	0.00	31,907.00
	<b>Total Funding</b>	153,050.00	184,957.00
<b>Operations</b>			
	4100 · Book Sales	174.75	700.00
	4120 · Donations (made to Library)	351.41	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	505.02	500.00
	<b>Total Operations</b>	1,753.52	4,000.00
	<b>Total Income</b>	154,803.52	188,957.00
<b>Gross Profit</b>		154,803.52	188,957.00
<b>Expense</b>			
	5050 · Board Expenses	0.00	50.00
	5200 · Furniture & Equipment	68.41	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	44,271.21	132,000.00
	5760 · Security System	0.00	1,300.00
	5800 · Telephone	213.10	1,250.00
	5850 · Utilities	5,379.15	17,000.00
	<b>Total Expense</b>	65,400.70	188,957.00
<b>Net Income</b>		<b>89,402.82</b>	<b>0.00</b>
<b>Current Assets</b>			
	1100 · GICoperations	75,000.00	
	1000 · Royal Bank - Chequing	26,716.00	
	<b>Total Current Assets</b>	<b>101,716.00</b>	