

**Municipality of Crowsnest Pass Library Board
Regular Board Meeting
Tuesday February 27th, 2024**

**Crowsnest Community Library
Meeting Room**

Minutes

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

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

2. Adoption of Agenda- February 27th, 2024

Margaret made a motion to adopt the agenda as presented. Erin Seconded. Motion carried.

3. Adoption of Minutes - January 23rd, 2024

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

4. Librarian's Report - Presented by Diane

Erin motioned to approve the Librarian's Report. Nicole seconded. Motion carried.

Erin made a motion for Diane to continue working with Municipal staff to prepare for grant opportunities that could be accessed towards an elevator installation at the Library. Gale Seconded. Motion carried.

5. Financial Report- (attached)

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

6. Policy update: Section 4- Policies pertaining to Personnel

a. Option to remove pay scales from policy document

b. 4.1 Authority, Responsibilities and Purpose:

Tabled while Doreen consults with municipal HR for input.

7. Plan of service

a. <https://www.alberta.ca/public-library-board-plan-of-service>

Action item: Diane will send the Library Board a list of the 18 service responses, highlighting the responses currently in our Plan of Service. Library Board will review for discussion before the next Board meeting.

8. Meeting Adjournment - Erin made a motion to adjourn the meeting at 2:13pm.

Next Regular Meeting: March 26th, 2024 (1:30pm)

Approved _____ Date _____

Librarians Report
February 27th, 2024

Programming

- BRAT Pack funding approved for by Friends of the Library.
- Lego mania (21 attended) and Game event (10 attended) during Reading week.
- Movies on Feb 23 & 24.
- 25th year of Family Literacy Day was January 27. Family Dance party – 32 attended.
- Adult Coloring program expanded to Wednesday afternoon and evening.
- Grade 1 class visiting on March 27th.

Chinook ARCH

- Presented us with 2 more WIFI hubs. We currently have 6, and they go out constantly.

Staffing

- SALC Conference Diane, Danielle, and Gale registered for April 26th.
- Diane taking 1 week holiday starting April 29th.

Building update

- Conversation started with Johan, regarding accessibility options to basement.
- Requesting endorsement to explore options for construction and grant funding.

Library Donation

- We have been approached by a book club to do a memorial donation for one of their members. They are commissioning a stained-glass piece to hang in the Library. They are also looking into covering the cost of a cuddle chair for the children's area.

Friends of the Library

- Silent Auction for Quilt is ending March 30
- Purchased storage shelf for Library
- Purchased 2024 movie licence for library

Municipality of Crowsnest Pass Library

Profit & Loss Budget vs. Actual

January through February 2024

		Jan - Dec 24	Budget
	Income		
	Funding		
	4000 · Municipality	156,102.00	156,102.00
	4010 · Province of Alberta	0.00	40,298.00
	Total Funding	156,102.00	196,400.00
	Operations		
	4100 · Book Sales	116.75	800.00
	4120 · Donations (made to Library)	7.95	0.00
	4130 · Facility Use	0.00	150.00
	4140 · Print & Photcopy	172.50	2,500.00
	4150 · Fines	25.00	200.00
	4500 · Interest Income	37.26	1,500.00
	Total Operations	359.46	5,150.00
	Total Income	156,461.46	201,550.00
	Gross Profit	156,461.46	201,550.00
	Expense		
	5050 · Board Expenses	0.00	50.00
	5200 · Furniture & Equipment	0.00	400.00
	5300 · Bank Charges	0.00	50.00
	5460 · Janitorial/Cleaning	252.00	3,400.00
	5500 · Computers	0.00	1,600.00
	5530 · Office Supplies	457.89	3,400.00
	5610 · Bldg. / Yard Repairs & Maint.	1,703.47	8,000.00
	5650 · Professional Assoc. Memberships	0.00	50.00
	5655 · Regional Library Membership	10,070.97	21,000.00
	5660 · Professional Develop. Expense	0.00	1,500.00
	5670 · Program Expenses	21.27	950.00
	5700 · Library Wages	18,456.11	136,000.00
	5760 · Security System	0.00	1,350.00
	5800 · Telephone	41.28	800.00
	5850 · Utilities	2,728.53	23,000.00
	Total Expense	33,731.52	201,550.00
	Net Income	122,729.94	0.00
	Current Assets		
	1000 · Royal Bank - Chequing	5,697.00	
	1100 · GIC Operations	135,000.00	
	Total Current Assets	140,697.00	