



**Municipality of Crowsnest Pass Library Board
Regular Board Meeting
Tuesday April 30, 2019 (1:30pm)
Crowsnest Community Library Auditorium**

Minutes

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

Regrets: Barbara Huseby

Absent: Lisa Sygutek (Municipal Council Rep)

1. Call to Order - Erin called the meeting to order at 1:34

2. Agenda: Sally added Friends of the Library to the agenda.

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

3. Adoption of Minutes - February 26, 2019

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

4. Approval Audit 2018 from BDO

Erin moved to approve and Gale seconded. Motion carried.

5. Librarian's Report (attached)

5a: Reimburse mileage for Lou deLauw, transporting shelf mover to and from Lethbridge.

Erin made a motion to pay mileage for delivery. Nicole seconded. Motion carried.

6. Financial Report (attached)

Erin made a motion to adopt the financial report. Margaret seconded. Motion carried.

7. Friends of the Library

Sally asked if the Friends could present at next meeting. Erin will add them to the agenda..

8. Policy Review

a. Presentation of combined Sections 5 through 8 for approval.

Gale made motion to approve changes made to Sections 5 through 8. Erin seconded.

Motion carried.

b. Are printed copies needed? Can we share electronically?

There will be no more copies printed. Will be shared as a Google document.

Next regular meeting date May 28, 2019 at 1:30pm.

Gale made a motion to adjourn the meeting at 2:26 pm.

Crowsnest Community Library
Librarians Report - April 30, 2019

- Programming
 - The Digital Literacy Librarian from Chinook Arch had her first session April 17th. We had 9 people attend "Introduction to Computers". Dates for future sessions are yet to be announced.
 - Rural Entrepreneur Virtual Portal has run most of their sessions. We had people attend the first few, but then interest dropped off.
 - Easter Week activities were very popular. Tuesday we saw 30 kids within the first hour. Activities were pretty popular on all 3 days that we ran it.
 - Girl Guides have used the library for day camp and camp preparation.
 - Brat Pack and Story Time will probably wrap up around the end of May.
- Building Maintenance
 - Carpet has been installed.
 - Shelf mover was delivered by Lou deLauw.
 - The alarm system needed a battery change, and I was unable to locate it. They had to send out a technician. We were charged for labor and mileage.
- Audit report
 - I have been corresponding with the auditor to get the financial report done. Once it is approved we can go ahead and apply for our Provincial Funding.
- Conference (March 1-2)
 - Rean, Erin and I attended. Theme was "Leading by Example"
 - Popular author, and keynote speaker was Carissa Halton (originally from the Crowsnest Pass). We do own copies of her book "The Little Yellow House"
- Library Staff
 - Advertising for summer position will start soon.
 - Application for Canada Summer Jobs was approved, but not as much as we applied for. I applied for 100% of 10 weeks/300 hours (\$4000). Was approved for 50% of 8 weeks/240 hours (\$1800).
 - Chinook Arch is offering another "Library Tour" day. We will be visiting Barnwell, Taber, and Vauxhall on May 27th. I will be attending.
 - Chinook Arch has a new logo. They were purchasing hoodies for Chinook Arch staff and offered it out to the Libraries. I ordered for each of our staff.

Municipality of Crowsnest Pass Library Profit & Loss Budget vs. Actual January through April 2019

		Jan - Apr 19	Budget
Income			
Grants			
	4025 · Canada Summer Jobs	0.00	4,000.00
	4000 · Municipality	125,000.00	125,000.00
	4010 · Province of Alberta	0.00	31,907.00
	Total Grants	125,000.00	160,907.00
	4500 · Interest Income	0.00	100.00
Operations			
	4150 · Fines	481.21	1,500.00
	4120 · Donations (made to Library)	193.35	800.00
	4130 · Facility Use	420.00	500.00
	4140 · Print & Photocopy	757.60	3,000.00
	4100 · Book Sales	0.00	100.00
	4170 · Coffee	120.00	400.00
	Total Operations	1,972.16	6,300.00
	Total Income	126,972.16	167,307.00
Gross Profit		126,972.16	167,307.00
Expense			
	5100 · Advertising	0.00	100.00
	5300 · Bank Charges	13.50	75.00
	5610 · Bldg. / Yard Repairs & Maint.	1,364.13	4,000.00
	5050 · Board Expenses	0.00	100.00
	5200 · Furniture & Equipment	0.00	400.00
	5460 · Janitorial/Cleaning	1,060.26	3,000.00
	5700 · Library Wages	31,322.12	121,000.00
	5530 · Office Supplies	279.13	4,000.00
	5650 · Professional Assoc. Memberships	0.00	150.00
	5660 · Professional Develop. Expense	991.52	1,429.26
	5670 · Program Expenses	260.56	600.00
	5655 · Regional Library Membership	9,976.37	19,952.74
	5760 · Security System	239.25	1,000.00
	5800 · Telephone	479.42	1,500.00
	5850 · Utilities	3,760.46	10,000.00
	Total Expense	49,746.72	167,307.00
Net Income		77,225.44	0.00
Current Assets			
	1100 · GIC Operations	80,000.00	
	1000 · Royal Bank - Chequing	8,680.77	
	Total Chequing/Savings	88,680.77	
	Total Current Assets	88,680.77	

-reduced to \$1800