



**Municipality of Crowsnest Pass Library Board
Regular Board Meeting
Tuesday November 28th, 2023 1:30pm
Crowsnest Community Library
Meeting room**

Minutes

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

Absent: John Hucik

1. Call to Order- Erin called the meeting to order at 1:38pm.

2. Adoption of Agenda - November 28th, 2023

Margaret motioned to adopt the agenda with additions. Gale seconded. Motion carried. Add wage scales, stat holidays, and Library Christmas Dinner to 'other business'.

3. Adoption of Minutes - September 26th, 2023

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

4. Business arising from minutes:

- a. Municipal presentation and Funding request

5. Librarians report (attached)

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

6. Financial Report (attached)

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

7. Policy update: Section 2: Collection Development Policy

Lisa motioned to approve changes presented for Section 2 in Policy review. Gale seconded. Motion carried.

8. Other Business

- a. Wage scale discussion will be added to the next board meeting
- b. Stat Holiday discussion will be added to the next board meeting
- c. Library Board Christmas Dinner

Erin made a motion to spend \$400 on Christmas Gift Certificates for the Library Staff. Doreen seconded. Motion carried.

9. Meeting Adjournment

Lisa motioned to adjourn the meeting at 2:08 pm.

Next regular meeting date is January 24th, 2023 at 1:30pm (following AGM)

Approved _____ Date _____

Librarians Report
November 28, 2023

Programming

- BRAT Pack is seeing lots of new families, with attendance around 20-25 weekly.
- Lego mania ran last week with 19 attending. Considering a monthly program.
- Movie partnership with CNP40 going well (25 teens and 60 at family movie)
- Participated in spooktacular, which saw over 800 participants this year.
- Participating in Million Lights Festival Dec 2

Chinook Arch

- Digital Literacy programs Nov 29 "What the Tech".

Staffing

- First Aid certificates all up to date.
- I took a 1-week holiday mid November.
- Canada Summer Jobs applications are open. I will be submitting again.
- New Library Assistant is working out great.
- Part-time student is great too. She was able to cover a few shifts during my holiday.

Building update

- Municipality has been dealing with a few delays from the cement contractor.
- I have contacted Trent about getting some self watering planters in the spring.
- Window cleaner was hired and all windows were cleaned inside and out.
- Duct cleaning was done. There was a disturbance, as they needed to disconnect the fire alarms to bypass the sensor, and the alarm went off when reconnecting and fire department showed up for a false alarm. In future we will need to co-ordinate with Municipal staff. Duct cleaning is only done every 3-5 years.
- Core Pro Electric changes our florescent lights for us. Florescent lights can now be changed to LED with an easy bypass. This is CSA approved, and is okay with the Municipal Building department. He will just change lights as needed, but they will last much longer for us going forward.

Use of Library Space

- Still have sewing class running on Monday nights.
- The Improve group is here on Tuesday nights.
- Financial planners rented space for 2 days in October.
- Baby Shower in October was a big success.
- Birthday Party is booked in December.

Other Business

- We did our annual weekly count of visitors and questions in October which will be included in our 2023 Annual Report to PLSB.
- BDO has contacted us with Letter of Engagement for 2023 audit reporting.

Municipality of Crowsnest Pass Library

Profit & Loss Budget vs. Actual

January through November 2023

		Jan - Nov 23	Budget	notes
Income				
Funding				
	4000 · Municipality	153,050.00	153,050.00	
	4010 · Province of Alberta	40,298.00	31,907.00	
Total Funding		193,348.00	184,957.00	
Operations				
	4100 · Book Sales	520.95	700.00	
	4120 · Donations (made to Library)	924.44	0.00	
	4130 · Facility Use	890.00	100.00	
	4140 · Print & Photocopy	1,975.91	2,500.00	
	4150 · Fines	178.36	200.00	
	4500 · Interest Income	2,946.96	500.00	
Total Operations		7,436.62	4,000.00	
Total Income		200,784.62	188,957.00	
Gross Profit		200,784.62	188,957.00	
Expense				
	5050 · Board Expenses	0.00	50.00	
	5200 · Furniture & Equipment	399.71	400.00	
	5300 · Bank Charges	12.00	100.00	
	5460 · Janitorial/Cleaning	3,446.71	3,200.00	\$650 windows
	5500 · Computers	2,492.65	1,500.00	
	5530 · Office Supplies	3,167.26	3,369.00	
	5610 · Bldg. / Yard Repairs & Maint.	9,058.70	7,500.00	\$2600 ducts
	5650 · Professional Assoc. Memberships	38.10	350.00	
	5655 · Regional Library Membership	20,216.92	19,238.00	
	5660 · Professional Develop. Expense	1,428.10	800.00	
	5670 · Program Expenses	615.41	900.00	
	5700 · Library Wages (24/26)	120,044.67	132,000.00	
	5760 · Security System	1,155.96	1,300.00	
	5800 · Telephone	600.65	1,250.00	
	5850 · Utilities	11,264.10	17,000.00	
Total Expense		173,940.94	188,957.00	
Net Income		26,843.68	0.00	
Current Assets				
	1100 · GIC Operations	<u>20,000.00</u>		
	1000 · Royal Bank - Chequing	<u>21,647.00</u>		
Total Current Assets		41,647.00		