



**Municipality of Crowsnest Pass Library Board
Regular Board Meeting**

**Tuesday June 27th, 2023
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).

Regrets: John Hucik

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

2. Adoption of Agenda - June 27th, 2023

Nicole motioned to adopt the agenda as presented. Gale seconded. Motion carried.

3. Adoption of Minutes - May 23rd, 2023

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

4. Business arising from minutes:

- a. 1 Computer monitor donated 3 Computer monitors ordered.

5. Librarians report (attached)

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

6. Financial Report (attached)

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

7. In-Camera

Erin motioned to go in camera at 1:43pm

Doreen motioned to come out of camera at 2:00pm

Erin made a motion to give the Library Manager a 2 percent raise, effective October 1st. Gale seconded. Motion carried.

8. Meeting Adjournment

Lisa motioned to adjourn the meeting at 2:01 pm.

Next regular meeting date is September 12th, 2023 at 1:30pm.

Approved _____ Date _____

Librarians Report June 27th, 2023

Library timeline

- "Library Timeline" document of building maintenance now includes equipment.

Programming

- Family Movie June 3rd, - "Up" (15 attended)
- June 2nd - 2 movies (middle school - afternoon and high school - evening)
- No movies over the summer. Will start up again in September.
- Summer Read On day was June 16th. (Attendance was low due to traffic)
- Summer Reading Program schedule set, and planning is underway.
- Michael Leeb is doing an author talk at the Library on July 22nd,

Chinook Arch

- Library Tour/meeting – Claresholm Library May 29th. (Diane attended)
- Digital Literacy program "Mobile Devices – Intro to the Cloud" July 26th.
- June Reading Challenge – everyone that borrowed a book was entered.
- SRP staff will be doing first week of our SRP program.
- Doing Bingo Challenges for the region over the summer.

Public Computers

- 1 public computer monitor donated.
- 3 public monitors ordered.

Staffing

- 1 summer student hired (return from last year).
 - Filling CSJ contract.
 - Will continue as casual/part-time in September if her schedule allows.
- 2nd summer staff position filled. Starting June 27th.
- Full time position vacated in June.
- Hired a 3rd summer staff part-time to help fill in when needed.
- Will work on filling the full-time position by September.

Building update

- Flooring replaced in Kitchen / Storage area.
- Carpeting to be replace early July.

Friends of the Library

- Next meeting is AGM in September.
- Purchased 5 lounge chairs for main floor.
- Purchased 2 new shelving units for Children's area
- Selling Big Daddy Rocking chairs in a silent auction.
- Supplied a literacy basket draw for the summer.

Municipality of Crowsnest Pass Library

Profit & Loss Budget vs. Actual

January through June 2023

					Jan - June 23	Budget
				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	267.90	700.00
				4120 · Donations (made to Library)	423.21	0.00
				4130 · Facility Use	290.00	100.00
				4140 · Print & Photocopy	1,145.87	2,500.00
				4150 · Fines	127.33	200.00
				4500 · Interest Income	696.01	500.00
				Total Operations	2,950.32	4,000.00
				Total Income	196,298.32	188,957.00
				Gross Profit	196,298.32	188,957.00
				Expense		
				Friends of the Library purchase	3,618.35	
				5050 · Board Expenses	0.00	50.00
				5200 · Furniture & Equipment	546.59	400.00
				5300 · Bank Charges	12.00	100.00
				5460 · Janitorial/Cleaning	1,389.34	3,200.00
				5500 · Computers	1,417.68	1,500.00
				5530 · Office Supplies	1,471.83	3,369.00
				5610 · Bldg. / Yard Repairs & Maint.	4,750.52	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	401.47	900.00
				5700 · Library Wages	68,245.63	132,000.00
				5760 · Security System	0.00	1,300.00
				5800 · Telephone	318.40	1,250.00
				5850 · Utilities	7,346.01	17,000.00
				Total Expense	100,431.24	188,957.00
				Net Income	95,867.08	0.00
				Current Assets		
				1100 · GIC Operations	100,000.00	
				1000 · Royal Bank - Chequing	9,596.00	
				Total Current Assets	109,596.00	