

Pincher Creek and District Municipal Library Board

Minutes Wednesday, May 15th, 2024 at 7pm

Attendees: Sandra Baker, Kayla Lorenzen, Jonathan Clark, Gord Tolton, Dave Cox, Tiare Dewart, Kassandra Chancey

Absent: Mike Barkwith, Mark Barber, Debbie Reed.

1.0 Call to order at 7:00pm

1.1 Approval of the agenda of May 15, 2024

Additions to Agenda:

- Policy 9.81 (Volunteers) was tabled from the previous meeting.
- Chinook Arch two day inventory request (not completed since 2018)
- Board gift of flowers Jana for graduation.

Motion by Gord to approve the agenda as amended. Approved by vote

2.0 Approval of the minutes of April 17, 2024

- April 17th minutes library is spelled incorrectly in section 6.7

Motion by Jonathan to approve the April 27th, 2024 minutes as amended. Approved by vote.

3.0 Business arising from the minutes

4.0 Reports

4.1 Financial- Tiare Dewart

Financials reviewed. We are currently \$11,800 (*is this the correct amount unsure in notes.*) over budget in payroll. We have had sick students missing shifts, which must be filled by adults at a higher pay rate. Utilities are within budget range.

Financials accepted as read.

5.0 Reports –

5.1 Building Committee - Sandra

At 7:11pm Jonathan motions to go in camera. Accepted by vote.
Leave camera at 7:20.

Kayla, Mike, Tiare, Sandra, Adam (Town), Wendy(Town) Konrad (new CAO) and Roland(MD) met to discuss library expansion.

5.2 Board Chair- Sandra attended Library conference.

5.3 Outreach Coordinator & Library Manager

Reports Reviewed Kayla conducting interviews for bookkeeper with support from Viva to create questions.

5.4 Town- n/a

MD- No longer trucking water.

Village of Cowley- keeping expansion project in sights.

5.5 CARLS- Budgets remaining the same. Seeing delays delivering books for transfer due to vehicle issues.

6.0 Policy Manual – Policies to Review

6.1 9.9.1 Transfer of Monies from Reserve Fund – Tabled from last meeting

Tiare and Kayla to coordinate further on amounts for reserves. Tabled for a future meeting.

6.2 9.10 Procurement Policy – Tabled from last meeting

As with 6.1.9.9.1 this is tabled for a future meeting (September)

6.3 9.11 Grants – Tabled from last meeting

Amend to have bullet points not paragraphs and fix spelling of manager.

Dave moves to accept revision as amended. Approved by vote.

6.4 5.6 Employee and Board Recognition – Tabled from last meeting

Policy presented. Discussion regarding making a budget line item regarding the terms of service section and removing the celebration section. Further discussion and investigation required. Tabled for next meeting.

6.5 Schedule B – Salary Grid – To be reviewed annually

Not reviewed since 2017. Starting wage suggested to be updated yearly with COLA adjustments. Tabled until October in conjunction with the 2025 budget.

6.6 7.2 Confidentiality and Retention of Member Records

Tiare Moved to accept as reviewed. Approved by vote

6.7 7.3 Patrons

6.8 7.3.1 Disruptive Patrons

6.9 7.3.2 Patron Dress Code

Discussion regarding a code of conduct for patrons which would include the above three policies and more. Tabled to be revisited.

7.0 New Business

7.0.1 Inventory The last time this was completed was 2018, it should be done once every five years. Chinook Arch requested a two day closure this summer to be completed with Library staff and Chinook Arch Staff.. Kayla will choose the best dates avoiding busy summer programming.

Dave motions to approve closure required to complete inventory with Chinook Arch, dates at the Library Managers discretion. Approved by Vote.

7.0.2 Flowers for Jana for her graduation as a gift from the board. Approved a board expense for local bouquet for Jana.

Staff are having a pizza party and chipping in to give her some Korean money for her trip to Korea.

8.0 Correspondence n/a

9.1 Wednesday June 12, 7:00 pm Library Meeting Room

10.0 Adjournment Jonathan motions to adjourn at 8:08pm