



Didsbury Municipal
Library

PO Box 10 Didsbury, Alberta T0M 0W0
Phone: (403)335-3142 <http://dml.prl.ab.ca> didsburylibrary@prl.ab.ca

Be prepared. Be present in the moment. Be Respectful of all

Didsbury Municipal Library – Regular meeting Minutes - March 20, 2018

Present: Julian Ross, Brad Misener, Curt Engel, Nicole Adamchick, Carolyn Massel, Nicole Brander

Regrets: Carol Haire, Duncan Milne

Staff: Inez Kosinski

Guests: Melynda Crampton, Joyce McCoy, Bill Windsor

Call to Order at 7:18 pm by Carolyn

1. Nicole B MOVED to approve the agenda as amended. APPROVED.
2. Curt MOVED to approval the Minutes of February 20, 2018 regular meeting. APPROVED.
3. Hope MOVED to approve the consent agenda. APPROVED.
 - a. Director's Report
 - b. Financial Reports (Balance Sheet, YTD Income Statement)
 - c. Correspondence:
 - i. Letter of concern from Library Manager with draft revisions to Letter of Understanding
 - ii. Policy revision drafts (emailed March 8)
 - iii. Bylaw revision draft (emailed March 13)
4. Items for Action:
 - a. News from Friends of the Library – March 16 & 17 Book sale was very successful a profit of \$1152.09 was made. Casino shifts are all full. Curt will follow up with Harold in regards to the Friends use of the old town office.
 - b. Report from Board Basics Workshop and from Human Resources Symposium – Julian and Inez attended. Excellent workshop and Symposium full of information. Julian has given her spot to Brad to allow him to attend the Alberta Libraries Conference in April.
 - c. Library Board Terms of Reference and Letter of Understanding
 - i. Draft changes to Letter of Understanding – current document was created in 2006 and signed in 2007.

Our Vision:

The Didsbury Municipal Library is a community hub that makes the world of information, imagination, and ideas freely accessible to all.



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- Inez proposed some changes in regards to fees, changed library director to manager and bylaw numbers.
 - Communication channels are unclear at the moment due to direction from CAO. The direction given was for any issues that the library manager bring to the chair who then brings to the CAO which then goes to the correct town staff. In matters of certain expediency ie. Ice on sidewalks this is very inefficient and not fair to volunteer board members. Carolyn recommends that until a new document is signed that the board will continue with the processes outlined in the current letter of understanding. Curt will forward concerns to the Policy and Procedures Meetings and also ask for a meeting with the Mayor and the CAO.
 - Brad MOVED to accept the proposed changes to the Letter of Understanding and empower Carolyn to send the letter to the CAO, Mayor and Council. APPROVED.
- ii. Draft changes to Terms of Reference – the board is waiting on a redraft from town administration.
- d. Report on Library Expansion. Carolyn MOVED to go in CAMERA at 8:10pm to discuss land. Carolyn MOVED to come out of CAMERA at 8:44pm. Brad MOVED that we as a board are comfortable with moving forward, however we remain concerned about the costs and the impact on renovating within the given budget. APPROVED.
- e. Letter to Town re: AVID Architecture expenses – Nicole B MOVED that a letter sent from the Chair on behalf of the board to ask the town for reimbursement of Avid Architecture expenses. APPROVED.
- f. Fundraisers/Community Spirit Events to plan:
- i. Novel Affair – Melynda Crampton will organize the event which will be held on June 2, 2018. Board is asked to attend the event and promote the event.
 - ii. Trivia Night – staff may explore setting up this event. Nicole B is available to provide trivia resources.
- g. Revised Policies:
- i. Policy PER-12 Salaries and Wages - the COLA clause has been removed

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- ii. Policy PER-13 - ESTABLISHMENT OF PAY GRIDS - a clause directing a regular re-design of pay grid (instead of COLA adjustment)
- iii. Policy PER-17 - EMPLOYEE HEALTH - discovered that we had written agreements with staff when we signed onto the benefits plans with OASSIS, but we did not add this to our Personnel Policies)
- iv. Policy PER-15 - GENERAL HOLIDAYS - now aligned with FAC 1 policy regarding closed dates for Stat/Designated Stat Holidays
- v. Policy FAC -1 - HOURS OF SERVICE - change to Monday open hours
 - Curt MOVED to accept the amended policies and to include them in the current policies. APPROVED.

- h. Revised Bylaws - TABLED
 - i. Rescind old bylaws
 - ii. Motion adopting new Safety and Use bylaws
- i. Library Management – Inez has decided to retire effective Oct.4, 2018, she will take her holidays and her last working day will be August 23, 2018.
- j. Important Dates - TABLED

5. Adjourned at 9:24 by Carolyn

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