



Didsbury Municipal  
Library

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

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

### Didsbury Municipal Library – Regular Meeting Minutes - April 17, 2018

Present: Julian Ross, Nicole Brander, Brad Misener, Duncan Milne, Carol Haire, Hope DeWitt, Nicole Adamchick

Guests: Bill Windsor, Joyce McCoy, Melynda Crampton

Staff: Inez Kosinski

Absent: Curt Engel

#### **Call to Order at 7:17 pm by Carolyn**

1. Nicole B MOVED to approve the agenda as amended. APPROVED.
2. Julian MOVED to approve the minutes of March 20, 2018 regular meeting as amended.  
APPROVED.
3. Duncan MOVED to approve the consent agenda. APPROVED.
  - a. Director's Report (**The board has requested that the director's report not be sent to the town with the minutes, the report is not for the public**)
  - b. Financial Reports (Balance Sheet, YTD Income Statement)
  - c. Correspondence:
    - i. Note from the Mayor's desk March 27<sup>th</sup> re: Policy & Priorities
4. Items for Action:
  - a. News from Friends of the Library – Casino is coming up this weekend, and no communication from the town about the use of old building.
  - b. Budget Concerns: Utility costs and carbon levy are much higher than anticipated – Julian and Inez met to do a quarterly review of the budget. The long winter and a missing cap on roof vent have led to increase costs. At this point there's nothing to do as we can't predict the weather next fall. There may need to be a budget overage. Julian and Inez also had a conversation with Maxine Moreau from town about making the payment schedule for the library.
  - c. Library Board Terms of Reference and Letter of Understanding – No new information. Carolyn is going to request a meeting with CAO and Mayor to discuss pending items.
    - i. Response to draft changes to Letter of Understanding
    - ii. Draft changes to Terms of Reference
  - d. Report on Library Expansion – No new information
    - i. No mention of Library in Policy & Priorities Committee

#### **Our Vision:**

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



Didsbury Municipal  
Library

PO Box 10 Didsbury, Alberta T0M 0W0

Phone: (403)335-3142 <http://dml.prl.ab.ca> [didsburylibrary@prl.ab.ca](mailto:didsburylibrary@prl.ab.ca)

- ii. Should we plan delegations to Council Meetings. Julian MOVED that Carolyn request a delegation to present at the Town and County Policies and Priorities meetings. APPROVED.
  - e. CFEP Grant Accounting due – Need to discuss with town.
  - f. Next stage CFEP Application – Need to discuss with town. Based on current timeline application does not need to be done until 2019 or later.
    - i. deadline October 1, 2018
    - ii. competition with Skate park and Spray park – Board does not want to compete as both parks are important to community.
  - g. Fundraisers/Community Spirit Events to plan – Novel Affair is low on hosts, and if we don't get more hosts by May 1, the event will be cancelled.
    - i. Trivia night – possibly in fall
    - ii. Escape room – Inez attending a session at ALC to learn more
    - iii. Hot Dog Sale – possibly during Show and Shine. Inez will look into, will need volunteers.
  - h. Bylaws – Nicole MOVED to rescind current bylaws. APPROVED.
    - i. Duncan MOVED to approved the presented Safety & Use Bylaws of the Town of Didsbury Board. APPROVED.
  - i. Revised Job Descriptions – Inez will email to board. Approval tabled to next meeting.
    - i. Summer Reading Program Co-Coordinator
    - ii. Summer Relief Staff
    - iii. Library Manager
  - j. Hiring Process/ Timeline – Board reviewed. Duncan MOVED to appoint Carol, Nicole B, Carolyn, Joyce and Melynda to the Hiring Committee. APPROVED.
  - k. Expiring terms: Carolyn (May) and Hope (July) – Carolyn has sent a letter requesting another term from the town.
5. Adjourned at 9:06 by Carolyn.
6. Next meeting May 15 at 7:15pm.

**Our Vision:**

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