



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- June 19, 2018

Present: Nicole Brander, Duncan Milne, Curt Engel, Carolyn Massel, Julian Ross, Hope DeWitt, Carol Haire

Regrets: Brad Misener

Staff: Inez Kosinski

Guests: Joyce McCoy, Rhonda Hunter, Bill Windsor, Melynda Crampton

### **Called to Order at 7:15pm by Carolyn**

1. Duncan MOVED to approve of the agenda. APPROVED
2. Curt MOVED to approve the Minutes of May 15, 2018 regular meeting. APPROVED.
3. Nicole B. MOVED to approve the consent agenda. APPROVED.
  - a. Manager's Report
  - b. Financial Reports (Balance Sheet, YTD Income Statement)
  - c. Correspondence:
    - i. Conference reports from Donna C and Abra
4. Items for Action:
  - a. News from Friends of the Library – Last book sale was successful with profit of \$1120 in books, \$108 on garage sale. No communication with town.
  - b. Items requiring Town action:
    - i. Terms of Reference
    - ii. Letter of Understanding agreement
    - iii. Maintenance issues: diffusers – light diffusers are falling down, Carolyn will make a request to have town look at.
    - iv. Access to vacated town office – Library is wondering if town would allow for more use of space
    - v. GST paid on architect's invoices rebate – no new information has occurred.
    - vi. Communication – At this point is not working well, it doesn't work to filter communication through Carolyn.  
SUMMARY – Carolyn will send another email to CAO to discuss current action items between town and library.

### **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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- c. Fundraisers/Community Spirit Events – Sarah Eichhorst(from town) asked the library to run concession during the Color Run. Board decided against volunteering at this time.
  - d. Motion to approve possible closed date for First Aid training and emergency Preparedness planning as per changes in Occupational Health & Safety code. [date to be set in July] – Inez will direct staff to take courses independently so the library will not need to be closed.
  - e. Planning process – next steps in needs assessment and strategic planning – citizen surveys and interviews to begin in July. The plan is on track to begin this step in July.
  - f. Personnel Policy revisions re: COLA adjustments as amended. Changes will be brought to board in September.
  - g. Revised Job Descriptions - Tabled until September.
    - i. Library Clerks/Programmers
    - ii. Assistant Manager
  - h. Report from Hiring Committee
    - i. Contract creation & offer to hire – Committee recommends hiring Candidate #1.  
Hope MOVED to offer candidate #1 the position. APPROVED.
    - ii. Carolyn will talk to CAO about consulting with town HR Manager about a Letter of Offer.
      - i. Carolyn MOVED to go in Camera for land and personnel discussion at 8:50pm.  
Carolyn MOVED to come out at 9:03pm.
5. Adjourned at 9:04pm

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