



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 - May 15, 2018

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

Staff: Inez Kosinski

Guests: Joyce McCoy, Bill Windsor, Melynda Crampton

Call to Order at 7:15 pm by Carolyn.

1. Brad MOVED to approve the agenda. APPROVED.
2. Duncan MOVED to approve the Minutes of April 17, 2018 regular meeting. APPROVED.
3. Duncan MOVED to approve the consent agenda. APPROVED.
 - a. Manager's Report
 - b. Financial Reports (Balance Sheet, YTD Income Statement)
 - c. Correspondence:
 - i. Board Basics Workshop – June 2 – in Cochrane (emailed)
4. Items for Action:
 - a. News from Friends of the Library – May 25 and 26 there will be a book sale. No news has been given to the friends of the library regarding the old town office. Curt asked Hope to call Harold.
 - b. Items requiring Town action – Carolyn met with Curt, Rhonda Hunter and Harold Northcott to go over all outstanding action items. Carolyn had a very positive meeting and firmly believes that town council is behind the library. The Terms of Reference and the Letter of Understanding will be on the town council agenda. The monies will not be returned to the library but the GST amount will be refunded. Carolyn will follow up. The board will also put a request in to be added to the Policy and Procedures agenda to discuss with council library successes. The old town office was discussed at the meeting and the library is able to use any furniture left and can look into putting appliances ie. Fridge, dishwasher, washer/dryer.
 - c. Fundraisers/Community Spirit Events - Novel Affair has been cancelled and the possibly of a fall date will be considered.
 - d. Julian MOVED to approve closed dates for Inventory and Spring Cleaning: May 25, 26, 28, 29. APPROVED.
 - e. Planning process – next steps in needs assessment and strategic planning – results of staff and board surveys about values and vision. Accepted for Information.

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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- f. Wage Grid redesign – Julian MOVED to accept as presented. APPROVED. Future discussions may occur with the town in regards to town staff grid and COLA.
 - g. Revised Job Descriptions – TABLED until June.
 - i. Library Clerks/Programmers
 - ii. Assistant Manager
 - h. Hiring Process – Carolyn presented board with the progress.
5. Adjourned at 9:16pm by Carolyn.

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