



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 - September 18, 2018

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

Staff: Donna Christensen

Guests: Rhonda Hunter, Harold Northcott, Bill Windsor, Joyce McCoy, Frank Dabbs, Melynda Crampton

Called to order at 7:14 pm by Carolyn.

1. Duncan MOVED to approve the agenda as amended. APPROVED.
2. Carolyn MOVED to go IN CAMERA at 7:16pm. Duncan MOVED to go out OF CAMERA at 7:33pm
3. Nicole B. MOVED to approve the Minutes of June 19, 2018 regular meeting. APPROVED.
4. Consent Agenda
 - a. Manager's Report
 - b. Financial Reports (Balance Sheet, YTD Income Statement)
 - c. Correspondence:
 - i. Email from CFEP
 - ii. Alberta Municipal Affairs
 - iii. Application to join the Board (from Frank Dabbs) – Duncan MOVED to forward application to the town. APPROVED.
 - iv. Resignation Letter from Hope DeWitt -
5. Items for Action:
 - a. News from Friends of the Library – No official report but successfully moved in to the old town building and book sale seemed to go well.
 - b. Items requiring Town action:

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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- i. Terms of Reference – board discussed, and Curt will take concerns back to council.
Nicole B MOVED to send a request to town to keep Curt as the town representative for another year. APPROVED.
- ii. Letter of Understanding agreement – tabled as wrong documents were sent,
- iii. GST paid on architect's invoices rebate – Email form town stating they do not owe GST rebate, Julian is meeting with CFO next week.
- c. ss manager and give acting pay until a new manager has been hired. APPROVED. The board has directed the Donna and staff to not take anything new on and maintain status quo.
- d. Budget 2019 –TABLED. Julian is away from Nov.13 on and there may be a need to move the November meeting to approve the budget. This will be decided upon in October.
- e. Planning process – next steps in needs assessment and strategic planning - TABLED
- f. Personnel Policy revisions – TABLED. More information needed.
 - i. PER 1 Definitions – of “Full Time”
 - ii. PER 17 Employee Health – added Pension
 - iii. Board Meetings GOV-4 – changes discussed and will be presented at next meeting.
Julian MOVED to add on to all meetings are open to the public. In order for public to participate in discussion of agenda items they must be invited to talk through the Chair. APPROVED.
- g. Revised Job Descriptions – Curt MOVED to accept. APPROVED.
 - i. Library Clerks/Programmers
 - ii. Assistant Manager
- h. Hiring Committee

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- i. Brad MOVED to spend up to \$350 on a painting by Delree of Inez's choosing.

APPROVED. Inez's leaving party will be an Open House on October 4 from 2-4pm.

- ii. Carolyn reached out to the candidate that the committee had recommended to clear up confusion about staying long term in Didsbury (the reason given for turning position down). Candidate is interested and Carolyn will have a phone meeting with her.

6. Adjourned at 9:20pm.

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