# MINUTES OF THE DIDSBURY LIBRARY BOARD MEETING ON AUGUST 19, 2025 AT THE DIDSBURY MUNICIPAL LIBRARY, 2033 - 19 AVENUE, DIDSBURY COMMENCING AT 7:00 P.M.

**PRESENT:** Chair: Brittany Stevens; Vice-President: Melynda Crampton; Treasurer: David McWhinney; Secretary: Jaimee Reese. Mountain View County representative: Alan Miller. Members-at-Large: Emily Swan, Bill Windsor. Library Manager: Maia Foster. Guests: Aimee Hunter, Eric Behr.

**REGRETS:** Diane Arbuckle, Jennifer Bommarito.

**CALL TO ORDER:** The meeting was called to order by Chair, Brittany Stevens, at 7:00 pm. Brittany indicated that this meeting would be recorded with a table recording device, as a preliminary test, for the purpose of transcribing the meeting using AI tools to assist with recording the minutes of the meeting. No objections by anyone present.

**AGENDA:** a) Additions/Deletions: none.

b) Adoption of the Agenda

**MOTION:** Moved by Alan Miller to accept the agenda as presented.

**CARRIED**

**MINUTES:** a) Adoption of May 2025 minutes

**MOTION:** Moved by David McWhinney to accept the minutes as presented.

**CARRIED**

**CONSENT AGENDA:** The following items were presented as part of the consent agenda;

a) Balance sheet, Income statement (to July 31) – *discussion arising from this item: Bill Windsor requested clarification on a few line items of the Comparative Income Statement, including the last name of a community donor listed.*

b) September Library calendar

c) Manager’s report – *bottle drive August 6, final numbers not yet in from the bottle depot, staff member Trish Murphy will email once total is available.*

**MOTION:** Moved by Melinda Crampton to accept the consent agenda as presented.

**CARRIED**

**NEW BUSINESS:** a) <u>Plan of Service – Draft Review</u>

i. Maia Foster presented the plan of service draft prepared by Trina McCarroll and McCarroll Consulting. She explained the plan of service is divided into three focus areas: exploring ideas, resources for information, and connecting in a welcoming space. Within each focus area, there are two to three objectives. The plan includes initiatives and metrics to achieve objectives and measure success.

ii. Maia expressed her thanks to Brittany, Jaimee and Melynda for their time and contributions to the plan.
iii. She encouraged the board to consider item 3B, to 'actively pursue' a new library building, as this item needs to be supported by the board in order to remain in the final plan of service. The board shared a very positive response to the plan, and appreciation for the consultant's role in directing the process. Brittany suggested the idea of pursuing private corporate funding, hiring a fund-raising consultant, and ways to gather the information for a needs assessment from the community. Board discussed potential impact of a name sponsor, considering legal requirements and impact to all taxpayers (not just within the town of Didsbury), and the importance of fundraising to reduce the tax burden.

**MOTION:** Moved by Bill Windsor to approve the Plan of Service as presented.

**CARRIED**

b) 2026 Budget - Library Manager Maia Foster presented the prepared budget for the upcoming year, highlighting a few key items:

i. Salary / pensions (2% CPI increase, pension decrease due to staff changes), increase to the book budget.

ii. Suggested reducing the periodicals budget to allocate funds to digital resources and other items.

iii. CALP Grant and Future Funding: the grant covers staff wages to fund adult learning programs and is guaranteed for the next three years, but future beyond that is uncertain. Discussion of the importance of a successful adult programming to secure future funding.

iv. Interest on Savings Accounts and Investment Decisions: question arising about disclosure of interest in the budget. Maia explained the current practice of not budgeting interest. The board discussed the importance of including this accrued interest on financial statements to inform future investment decisions, and requested it be included on future statements.

**MOTION:** Moved by Melynda Crampton to approve the 2026 budget after re-allocation of the magazine/periodical expense that is no longer needed.

**CARRIED**

**NEXT MEETING DATE:** September 16th at 7:00 pm.; October 21, November 18, December 16.

**ADJOURNMENT:** Brittany Stevens adjourned the meeting at 7:56 pm.