

**MINUTES OF THE DIDSBURY LIBRARY BOARD MEETING ON JUNE 18, 2024, AT THE
DIDSBURY MUNICIPAL LIBRARY, 2033 - 19 AVENUE, DIDSBURY COMMENCING AT 7:00 P.M.**

PRESENT: Chair: Melynda Crampton; Secretary: Jaimee Reese; Members-at-Large: Emily Swan, Diane Arbuckle, Bill Windsor; Library Manager: Maia Foster; Mountain View County representative: Alan Miller.

ABSENT: David McWhinney, Carol Wilcox

CALL TO ORDER: The meeting was called to order by Chair, M. Crampton at 7:05 p.m. Chair Talk topic: Board Member Confidentiality.

AGENDA: a) Additions/Deletions

To new business – Add update on accounts payable as first item a).

MOTION: Moved by A. Miller that the agenda be accepted as amended.

CARRIED

MINUTES: Adoption of May 2024 minutes

MOTION: Moved by E. Swan to approve the minutes of the May 21, 2024, meeting as presented.

CARRIED

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

- a) Manager's Report
- b) Financial Reports (Comparative Income Statement, Balance Sheet June 12 2024)
- c) Monthly Statistics Summary May 2024
- d) July calendar
- e) Wild Wednesdays posters – summer partnership
- f) PRLS Board Talk
- g) FAC-1 Policy

MOTION: Moved by B. Windsor to accept the consent agenda be as presented.

CARRIED

NEW BUSINESS:

a) update on accounts payable / receivable: Maia explained to the board what each account holds. Accounts receivable amounts were carried over from 7 years prior. She explained that the proper clearing entries have now been done (to 'bad debt') so this account is now current at zero balance.

b) Summer hours

- Saturdays statistically see between 50-80 people on the door count

- 2024 daily average door count is 228
- Through the first five months of 2024 we have tracked the amount of people in hourly and after 4:00 pm we see between 1-5 people through the door in the last two hours (only one Saturday have we seen more, and it was 15)
- Staffing an eight hour day open requires two staff, all day, and they each need to have a 1 hour lunch break factored in.

PROPOSAL: We change the hours on Saturday to be 10:00-2:00 pm for July 6 through September 21 promoting Summer hours.

STEPS:

1. Promote on Social media with advertising funds to be sure the word gets out.
 2. Change hours on website and google
 3. Have information for patrons “Why?”
 - a. During the summer, we see a rise in interest in specific services, such as the Summer Reading Program. By having slightly adjusted hours, we can direct staff resources towards these high-demand summer services. This allows us to provide a more enriching and engaging experience for those who visit us. While our physical location might have adjusted hours, our online resources are always available 24/7, including e-books and e-audiobooks.
- Track statistics and feedback through the summer
 - Run a patron feedback survey in early September which includes a question about the change in hours during the summer.
 - Evaluate at board meeting in September
 - Comparisons
 - Olds Library 12:00-5:00 pm on Saturdays
 - Carstairs Library, open 9:00-5:00 on Saturdays, closed all day Mondays
 - Barrhead (pop. 4055), 12:00-4:00 Saturdays
 - Langdon (pop 5193), 9:00-1:00 Saturdays
 - Redcliff (pop 5385), 10:00-6:00 Saturdays
 - Vegreville (pop 5383), 12:00-4:00 Saturdays

MOTION: Moved by B. Windsor to accept the library manager’s proposal as outlined. The library hours will be changed for the summer of 2024, open from 10:00 am – 2:00 pm, starting July 6th through to Sept. 21st.

CARRIED

c) Policy PER-15. Discussion around proper wording for General Holidays policy, with required changes to ES Code Alberta statutory holidays and pay for salaried employees for such holidays. Maia to update the wording for this policy and email it to board for an email motion after the meeting. The board also discussed the need to review hours and holiday pay in Library Manager’s

contract. Diane Arbuckle and Melynda Crampton will work as personnel committee to review contract before meeting in September.

d) Letter to Parkland re: response to LAA. M. Crampton read her letter response to the board followed by discussion; she is awaiting further response.

NEXT MEETING

DATE: The next meeting is scheduled for September 21, 2024. (Note: August 6th bottle drive – all board members encouraged to participate).

ADJOURNMENT: Chair, M. Crampton, adjourned the meeting at 7:59 pm.

Chair

Date