

**MINUTES OF THE DIDSBURY LIBRARY BOARD MEETING ON FEBRUARY 20, 2024, AT THE DIDSBURY MUNICIPAL LIBRARY, 2033 - 19 AVENUE, DIDSBURY COMMENCING AT 6:00 P.M.**

**PRESENT:** Chair: Melynda Crampton; Treasurer: David McWhinney; Secretary: Jaimee Reese; Members-at-Large: Carol Wilcox, Emily Swan, Diane Arbuckle; Mountain View County Representative: Alan Miller; Library Manager: Maia Foster. Guest – Bill Windsor, Parkland Representative

**REGRETS:** Vice-Chair: Patricia Brisebois

**CALL TO ORDER:** The meeting was called to order by Chair, M. Crampton at 6:00 p.m.

**AGENDA:** a) Additions/Deletions – addition to consent agenda – financial audit (Margo met with Maia and completed Audit; Patricia Brisebois has resigned,

**To new business – f) County Presentation, g) Town presentation.**

**MOTION:** Moved by M. Crampton to add agenda items listed above.

**CARRIED**

b) Adoption of the Agenda

**MOTION:** Moved by D. McWhinney that the agenda be accepted as presented.

**CARRIED**

**MINUTES:** Adoption of December 2023 minutes

**MOTION:** Moved by E. Swan that the minutes of the December 12, 2023, meeting be approved 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 January 2024)
- c) Monthly Statistics Summary January 2024
- d) February calendar
- e) Board Appointment: Alan Miller
- f) 2023 Annual Report
- g) Insurance invoice – Alan Miller suggested that a request be made for more details of the Cyber Liability portion of the policy; Maia to follow up on this and report back at next meeting.

**MOTION:** Moved by Alan Miller that the consent agenda be accepted as presented.

**CARRIED**

- NEW BUSINESS:**
- a) 2023 Patron feedback survey data – any questions/comments can go to Maia to take to staff as they are working on going through these results.
  - b) Chinook’s Edge agreement – Koinonia is included in the agreement with Olds Library – all other libraries have signed the document. Alan Miller asked about extra costs for e-books and other digital media, ie. Max number of users, licensing. Maia explained that there are no restrictions on users.

**MOTION:** Moved by C. Wilcox to approve signing of the Chinook’s Edge agreement.

**CARRIED**

- c) 2023 hazard assessment recommendations – staff prepared this assessment in 2023. Staff don’t require approval for any less than \$300 for these improvements, so Maia is okay to implement these changes as necessary under that cost amount. Discussion regarding installing security cameras in a few places in the library (previously approved at an earlier meeting last year), and requirements for data backup.
- d) Friends:
  - a. i. request: Creation of staff and volunteer landing zone  
Motion: to request money from the Friends of the Library to cover the costs of the improvements to the staff area. – Alan Miller, Carried.
  - b. ii. letter from Kevin Bentley. (socio-economic impact / social return on investment of libraries)

**MOTION:** Moved by C. Wilcox to invite members of the Friends of the Library to the March board meeting to discuss fundraising plans.

**CARRIED**

- e) Cold Weather e-motion (ratify) – Maia reported that staying open on the extreme cold days (Sunday), was successful and needed; a number of individuals and families who expressed that they needed somewhere to go. Melynda Crampton asked the board to consider adding a policy for extreme weather opening on extra days, so the e-motions are not required each time. Policy committee to draft a policy to review at March meeting.
- f) County Presentation: Melynda, Maia and David attended the council meeting on Feb. 14<sup>th</sup>. Melynda and Maia both explained that it was a very engaged meeting with councilors asking a lot of questions.
- g) Board has been invited to present to the Town of Didsbury council on March 4 at 5:30 pm. Melynda, Maia and David will attend but asking for one more to join from the board if anyone is available.
- h) Presentation from Parkland representative Bill Windsor. He presented about PRL Board activities (62 representatives from the communities in the association area). Updated board about upcoming presentations, proposed updates to membership agreements for funding, e-book policies, etc.

**CLOSED SESSION:** e) Chair, M. Crampton declared the meeting moved to In Camera at 7:29 pm.  
Meeting moved to Out of Camera by Chair, M. Crampton at 7:49 pm. Items discussed within were for information only.

**NEXT MEETING**

**DATE:** The next meeting is scheduled for March 19, 2024.

**ADJOURNMENT:** Chair, M. Crampton, adjourned the meeting at 6:59 pm.

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Chair

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Date