

MINUTES OF THE DIDSBURY LIBRARY BOARD MEETING ON SEPTEMBER 17, 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. Acting Vice President: Bill Windsor; Library Manager: Maia Foster; Mountain View County representative: Alan Miller. Community Member: Jennifer Bommarito

REGRETS: David McWhinney

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

CHAIR TALK: Board Recruitment and Training. Non-profit learning center training site. Encouraged board to consider ideas and ways to train and engage current and prospective

AGENDA: a) Additions/Deletions
b) Adoption of the Agenda

MOTION: Moved by Bill Windsor that the agenda be accepted as presented.

CARRIED

MINUTES: a) Adoption of June 2024 minutes.

MOTION: Moved by Alan Miller that the minutes be accepted 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 August 31 2024)
- c) Monthly Statistics Summary July and August 2024
- d) September and October calendars
- e) Sylvan Lake Library letter to Parkland concerning website
- f) Library legislation amendments 2024
- g) PRL response letter to Didsbury re: TRAC
- h) PRL response letter to Didsbury re: proposed "Parental Rights" legislation

MOTION: Moved by Emily Swan to accept the consent agenda be as presented.

CARRIED

NEW BUSINESS:

- a) Saturday 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.
 - No negative comments or feedback regarding the summer hours.
 - 2:00 makes Saturday programs more difficult, so 4:00 pm offers more flexibility.
 - We would like to offer a new program (Home Delivery, agenda item 2) and would be focused on re-allotting staff time to this outreach program
- *this would be housed under our Plan of Service goal of fulfilling readers advisory requests.

PROPOSAL: We permanently change the hours on Saturday to be 10:00-4:00 pm

MOTION: Moved by Jaimee Reese to accept the library manager's proposal as outlined. The library hours on Saturdays will be changed permanently, open from 10:00 am – 4:00 pm.

CARRIED

- b) Home Delivery: see procedure. Discussion regarding cost per km (\$0.50/km); Rural Patrons - how far outside of the town limits will delivery be free vs potentially charging a rate. Maia suggested that charging may work against the goals of the library providing services to the community free of charge. Can also incorporate the Library Materials shipping service with Canada Post for some rural patrons. Library staff are aware of approximately 6 patrons at this time who would benefit from this service. Melynda has requested that a procedure/policy be fine-tuned after collecting some data for costs, distance, how many patron requests. Maia will provide more for next meeting.
- c) Budget 2025: included in the board package is the proposed budget, the 2025 Salary calculations, and the 2024 Financial Forecast.
- R06 CALP: The MVC libraries applied for and received 3 years of funding for Adult Learning programs. The grant will be split amongst libraries according to programming offered. The monies are held through the Olds Municipal Library and expense claims are filed monthly. The grant funding will primarily be used to offset the Program Coordinator's wage while programming.

- R13 Bank Interest: this is not a reliable funding source and most of the interest received is from our reserves account and should be reinvested into reserves (until we are at the goal of two months operating cost savings).
- E01 Wages: \$277 680.00 is with a 3% COLA increase to the grid to account for inflation rates indicated through the Canadian Price index. All of our staff currently employed at the library are in there second + year of employment, so our wages will continue to rise with experience and long term employees.
- E01 Wages: This \$277 680 also includes a new position of “page” at the same wage rate that we pay relief/temp/summer students, for 8 hours a week. We have been relying heavily on volunteers for shelving and other library related duties and it does not always work out that they can come in – and staff have not built that time into their day. Secondary is that this would be an opportunity to have a youth focused position, giving a high school student in the community the opportunity to get library/employment experience.
- Discussion regarding the proposed un-balanced budget, suggestion by Bill Windsor to increase the requested amount from the town beyond 3% to make up the shortfall in revenue.

MOTION: Moved by Bill Windsor to approve the budget with an amendment to line item R02 – Local Appropriation to \$276,866.00.

CARRIED

- d) Community Presentation (September 30): see attached letter
 - Who is going and presenting
- e) Meeting with Nicole Aasen / maintenance plan proposal / maintenance completed. Maia provided an update to the board regarding a number of completed items that were done promptly and explained more detail of the meeting with Nicole and some potential outcomes of using the empty space next door from the old town offices.

NEXT MEETING

DATE: The next meeting is scheduled for: October 15, 2024
 Fall dates: November 19, December 17

ADJOURNMENT: Chair, M. Crampton, adjourned the meeting at 8:49 pm.

Chair Date