

**MINUTES OF THE DIDSBURY LIBRARY BOARD MEETING ON MARCH 19, 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: Emily Swan, Diane Arbuckle; Library Manager: Maia Foster.
Guest – Bill Windsor, Parkland Representative

REGRETS: Carol Wilcox, Alan Miller

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

AGENDA: a) Additions/Deletions - change to consent agenda, March calendar.

To new business – Add Good News story (item a); Add In-Camera (item j).

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 amended.

CARRIED

MINUTES: Adoption of February 2023 minutes

MOTION: Moved by E. Swan that the minutes of the February 20, 2023,
meeting be approved as presented.

CARRIED

MOTION: Moved by D. Arbuckle that the minutes of the February 20, 2023,
AGM meeting be approved as presented.

CARRIED

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

AGENDA:

- a) Manager's Report
- b) Financial Reports (Comparative Income Statement, Balance Sheet February 2024)
- c) Monthly Statistics Summary February 2024
- d) March calendar
- e) LAA Statement in Response to Parental Rights Legislation
- f) List of Friends Book sale dates
- g) PLSB Update
- h) PRL Board orientation Training (from Margaret Law)
- i) Budget 2024 letter from Minister McIver

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

CARRIED

NEW BUSINESS:

a) Maia – good news story from community. Staff have helped an individual struggling with homelessness to access community resources, prepare a resume and consequently secured a job.

b) Cyber Insurance – Melynda reported her findings. Discussion of MFA security being added to devices; cloud-based backups especially for accounting software, which is currently only housed on library manager’s computer, with no license that allows for online data back-up. Bill suggested talking to the Town to ask about cyber-training available through them that library staff could access. For follow-up: David will investigate licensing/backup for accounting software; Maia to check into cyber-training for staff.

i. Cyber Resiliency

ii. Email re: Cyber coverage from AUMA (\$100,000 – Melynda feels adequate for our facility size.)

iii. Email re: Cyber coverage from Parkland – concerns that there is no MFA security.

c) Town of Didsbury Budget: Melynda reported that the Town has made a motion to increase the budget by 3% (we asked for 4%); proposed to increase maintenance budget by \$5,000. Bill Windsor suggested writing a letter to Town administration outlining the board/manager’s ideas for use of this budget increase. Last year library told by Town administration they are not allowed to apply for the Community Grant Program because of our funding model; discussion around asking for further clarification from the Town to again pursue this funding.

d) PRL Membership agreement presentation (Bill Windsor) – Bill gave the update on the process. More to come as further changes are made.

e) Letter to Parkland and TRAC re: Library support for joining Parkland.

MOTION: Moved by D. McWhinney To write a letter from Didsbury Library to Parkland supporting the joining of the TRAC system.

CARRIED

f) Parliamentary procedures workshop feedback – Jamee

MOTION: Moved by M. Crampton to create a log-book maintained by the board secretary to keep track of motions put in place at each meeting.

CARRIED

MOTION: Moved by M. Crampton to add “Chair Talk” item at the beginning of each board meeting agenda

CARRIED

g) PLSB report e-motion (ratify)

h) Board Member motion: Bill Windsor

MOTION: Moved by J. Reese moved to recommend to the Town of Didsbury council the appointment of Bill Windsor to sit as a member on the Library Board.

CARRIED

i) PLSB response re: Cold Weather policy

- **Item to be tabled to the April meeting for clarification on policy details.**

CLOSED SESSION: Chair, M. Crampton declared the meeting moved to In Camera at 8:10 pm.

Meeting moved to Out of Camera by Chair, M. Crampton at 8:15 pm. Items discussed within were for information only.

J) **MOTION:** Moved by D. McWhinney to increase library manager Maia Foster up a step on the pay grid as of her March anniversary date. **CARRIED.**

MOTION: Moved by M. Crampton to request that Maia Foster present her career goals for herself and the library at the next April board meeting.

CARRIED.

NEXT MEETING

DATE: The next meeting is scheduled for April 16, 2024. This will be an organizational meeting to vote-in the new executive.

ADJOURNMENT: Chair, M. Crampton, adjourned the meeting at 8:20 pm.

Chair

Date