



ATTENDEES:

Board: Greg White, Amanda MacPherson, Corinna Pirie, Shazia Mughal, Naomi Christensen, Carla White

Staff: Melissa Flett (Director), Andrea Lee (Admin Associate), Carlos Moran (IT Associate)

Regrets:

1. **CALL TO ORDER:** By G. White at 6:00 p.m.

2. **ORGANIZATIONAL MEETING**

As per the Board Governance Policies, the board would hold the annual organizational meeting in January of each year about annual Council Board appointments. With changes to the Municipality's appointment process, the appointments for 2018 are delayed until late January/ early February.

2.1 Nomination of Chair

G. White nominated by C. White and seconded by C. Pirie
CARRIED

2.2 Nomination of Vice-Chair

A. MacPhearson nominated by C. Pirie and seconded by N. Christensen
CARRIED

2.3 Committee

MOTION 17 01 18 01: By A. MacPhearson/ C. White to defer the selection of committees until the February Board Meeting when all board members are present, including our new board member.
CARRIED

3. **APPROVAL OF AGENDA:**

MOTION 17 01 18 02: By A. MacPhearson/ C. Pirie
M. Flett asked to discuss item 6.1 first as Carlos had another appointment.
CARRIED

4. **APPROVAL OF MINUTES OF NOVEMBER 15, 2017**

MOTION 17 01 18 03: By N. Christensen/ C. Pirie
CARRIED

6.1 Self-Service Check out Proposal

M. Flett explained that we needed four new self-service stations for the public. Carlos has secured two quotes from different vendors; EnvisionWare and Bibliotheca. The Board received a package comparing the two vendors and their quotes for review, with Envisionware being the best, most cost effective option.

The Board asked questions regarding the lifetime of these new self-checkouts and the maintenance that comes with them. Carlos answered all questions to their satisfaction.

MOTION 17 01 18 04: By C. Pirie/ A. MacPhearson to proceed with the purchase of four checkouts.
CARRIED

Carlos Moran left the meeting.

5. BUSINESS CARRIED FORWARD

5.1 2018 Budget Update

We will be presenting our budget proposal to council on February 7, 2018 in the morning. C. Pirie and G. White will attend with M. Flett.

5.2 Strategic Planning and Plan of Service

M. Flett proposed that this be deferred until the February meeting.

6. NEW BUSINESS/ITEMS FOR DISCUSSION

6.2 2017 Employee Satisfaction Survey

M. Flett reviewed the results; preparing communication for staff about their comments.

G. White asked if there any areas of major concern this year, with the answer being no.

G. White noticed that the roadblocks had an increase this year compared to last, what is the reason for that?

M. Flett explained that this was mostly due to some changing software and that we are looking into providing training for the staff that require it.

6.3 2018 Library Closures

Board reviewed the 2018 Library Closures document for approval. Update the last line from a 7 to 8.

C. Pirie asked if there were any complaints from patrons about the late openings once a month.

M. Flett explained that there were not.

MOTION 17 01 18 05: By C. Pirie/ N. Christenson to accept the 2018 Library Closure Dates as presented.
CARRIED

7. REPORTS

7.1 Director Update

M. Flett mentioned that there was an error in the statistics: there was a 0 in the Memberships but should be 402 with a variance of 16.5%.

C. Pirie asked if we thought more about memberships.

M. Flett replied that we were doing membership drives, reaching out to schools and looking at the need to renew.

N. Christensen mentioned that she noticed the Krayola Kiosks were very busy when she came in, as well as the soft seating area.

M. Flett said that in 2018 we would be presenting a proposal to replace the soft seating.

N. Christensen and A. MacPhearson never received the email for the investor's reception. M. Flett apologized and would confirm Board email list.

7.2 Summary of Indigenous Grant Recipient Reports

M. Flett presented the report to the Board, more so just for their information to see where the money is going across the province.

N. Christensen asked if this was a onetime grant.

M. Flett responded that it was ongoing.

8. IN CAMERA

MOTION 17 01 18 06: By A. MacPhearson/ C. White to go in camera at 6:35 p.m.

CARRIED

A. Lee left the room

MOTION 17 01 18 07: By C. White/ N. Christensen to go out of camera at 6:50 pm.

CARRIED

9. AROUND THE TABLE

C. White is volunteering for the Alberta Winter Games

C. Pirie thought the Banff Mountain Film Festival was awesome.

N. Christensen had a great time at the Elf Workshop and judging the Santa Clause Parade.

S. Mughal also had a great time at the Banff Film Festival even though she had to leave early. She would also like to volunteer for the around the world story time program.

A. MacPhearson would like to pass to Dawn that she likes the advertisement running on social media.

G. White agreed that Banff was amazing, and would like to pass along thanks from the Board to Nancy, our volunteer of 20 years. He asked if we had a yearly volunteer appreciation day.

M. Flett mentioned that we do, but it is by department.

C. White mentioned that the host of the Banff film festival was good also.

10. NEXT MEETING February 21 at 6:00 p.m.

11. ADJOURNMENT

MOTION 17 01 18 07: By S. Mughal/ A. MacPhearson at 7.10 p.m.

CARRIED

Signature: _____
Board Chairperson

Date: _____

Signature: _____
Library Director

Date: _____

