The Town of Crossfield Library Board

March 20, 2024

Location: Library Meeting Room

In attendance: Melissa Leech, Deanna McCormick, Lisa McNeil, AJ Raffan, Brenda Rosvick,

Jo Tennant, and Jennifer Warren

Absent: Janice Graham and Sherilyn King

Called to order at 7:03 pm

**Land Acknowledgement**

As we gather, we are reminded that the Crossfield Municipal Library is situated on the traditional territories of the Indigenous Peoples of the Treaty 7 region and Métis Nation of Alberta, Region 3. We respect the histories, languages, and cultures of First Nations, Métis, Inuit, and all First Peoples of Canada, and recognize the contributions they have made in shaping and strengthening our community. We are grateful for the opportunity to reaffirm our commitment to sharing Canadian Indigenous stories and creating a safe and welcoming space for all.

MOTION by Brenda to accept Agenda, VOTES all in favour

MOTION by AJ to accept February Minutes, VOTES all in favour

**Board Trustee Resignation**

* Lynn sent an email on February 22, 2024, resigning from the Board, effective March 7, 2024, though she is still will to help with fundraising activities
* MOTION by Brenda to regretfully accept Lynn’s resignation, VOTES all in favour

**Policy Revisions**

* Jo and Deanna are reviewing, and they should be ready to share for next meeting

**Board Duties Lists**

* Brenda compiling the lists of for each position
* focus on the responsibilities instead of just the tasks
* to fine-tune after the Board Basics workshop in June

**Agreement with Town**

* administration of payroll and benefits
* Jo still working on the agreement

**Plan of Service**

* looking at each of the goals to see what we have accomplished in each area and where we may need to focus more effort
* the Plan of Service will need to be updated next year

**High Tea Fundraiser**

* permit application is in
* tablecloths and aprons are ordered
* sign by Shell to go up on March 28 for two weeks

**Chamber of Commerce**

* we have been invited to join at no cost
* benefit to us is advertising through the Chamber

**2024 Budget Revision**

* needed to add in the $1000 fundraising expenses
* this lowered the projected net income
* MOTION by Melissa to accept the 2024 revised budget, VOTES all in favour

MOTION by Deanna to accept reports as submitted, VOTES all in favour

MOTION by AJ for *in camera* discussion on personnel 7:51 pm, VOTES all in favour

MOTION by AJ to end *in camera* 8:05 pm, VOTES all in favour

* information sharing only, no decisions needed to be made

**Correspondence**

* Letter from Marigold Library System that they have insured the materials collection for the calendar year 2024 at a value of $158,229.50
* Letter from ATB Financial regarding a correction to the savings interest in January

Meeting adjourned at 8:08 pm. Next meeting will be on April 17, 2024.

**SUBMITTED REPORTS**

**AGLS Report** submitted by AJ Raffan

* AGLS annual General Meeting was held Feb 28, 2024. Report of 2023 activities, 2024 Casino and Treasurers report provided.
* Executive as follows:
  + Chair - AJ Raffan
  + Vice Chair - Sherilyn King
  + Secretary/Treasurer - Melissa Leech
  + Project Leads: Sherilyn King and Deanna McCormick
  + Directors: Brenda Rosvick, Darlene Poier
* Rafflebox 50/50 2024 will be May 11 - June 7th
* Next meeting at the call of the Chair.

**Librarian’s Report** submitted by Jennifer Warren **Overview**

* Busy finishing up year-end tasks.
* Cleaner quotes are in and being reviewed.

**Programming**

* LEGO program has seen an improvement in attendance, including some new registrations.
* Our second Community Connection event, a Homesteading Gardening program, was held March 9 and we had almost 30 people come. They were mostly families, and the feedback was overwhelmingly positive!
* Our first 2023 FCSS installment has been received and deposited.
* Collecting the first round of program feedback forms for FCSS reporting.

**Community Events & Library Space**

* The Bible study group have renewed for another 3 months.
* CIP Grant – submitted a quote request for the same chair at a different vendor. Looking at options for a new conference table for the boardroom.

**Plan of Service**

* Community Hub – we will be donating $200 to the Crossfield Hampers Hot Chocolate with a Heart fundraiser.
* Logo update – I have started discussions with Chelsey Design about updating our logo.

**Donations & Fundraising**

* We have sold 15 pink shirts and there are 32 now left in stock.
* Another patron birthday Facebook fundraiser is underway!

**Numbers**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Checkouts** | **Patron Count** | **New Memberships** |
| **Jan** | 1,791 | 1,161 | 14 |
| **Feb** | 1,733 | 1,170 | 18 |

**Financial Report** submitted by Brenda Rosvick

* Budget 2024 Revisions
  + added Fundraising Expenses $1,000
  + The Board - Library Administration has a budget of $200. This is not sufficient to cover the costs for High Tea, i.e. hall rental and initial equipment. Knowing that the Alberta Government has stated that the library operating grant will be the same as last year, we can leave the $200 under the Board budget, and add Fundraising Expenses.
* Income Statement
  + moved Program Expenses to the end of the statement
  + Fundraising income = 12 t-shirts
  + Beverage income - $200 is for the Hot Chocolate event

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