

MINUTES OF MEETING

Invermere Public Library Board

March 4, 2014

Present: Stephanie Irons Brenda Danyluk Diana McDonald
 Nicole Pawlak

Guests: Tom Symington Gerriann Donahue Norm Funnell

Absent: Greg Anderson

Minutes recorded by N. Pawlak

1. CALL TO ORDER

There was not a quorum present so official board meeting could not be recorded. However, an information meeting was conducted and the following observations were recorded.

Meeting began at 7:05 PM.

2. ADDITIONS TO AGENDA

None.

3. APPROVAL OF MINUTES from previous meeting

Tabled until next meeting when a quorum is present.

REPORTS

4. Librarian Director's Report (N. Pawlak – Library Director) The report was circulated to board members at the meeting. Highlights included:

- The Imagine Invermere 2030 grant application submitted by the Friends of the Library was approved. The library has received \$1500 to purchase new public seating for the library. The seating will have arms that will provide assistance to persons with mobility issues. Both stationary chairs and computer chairs will be purchased.
- A request for funding from the RDEK was submitted on Feb. 21, 2014. N. Pawlak and B. Danyluk will attend as a delegation the Columbia Valley Services Committee meeting on March 6, 2014 in Cranbrook.
- Updates for the signing authority at KSCU has almost been completed.
- The Canada Revenue Agency trustee information needs to be updated annually. They require a list of current trustees and their contact information. Updating the record takes 4-6 weeks.
- There were more than 15 programs held in the library during the month of February. From J A Laird School visits to a genealogy workshop to a seniors tea with an internet and social media workshop, the library was a busy place.

- Upcoming events include an eReader workshop on March 5, PJ story time on March 12, a viewing of a rare book from the 1600's on March 12, and Adventure Club with a Lego theme on March 21.

5. Financial Report

S. Irons reported that there was not a financial report to present. There will be two financial reports presented at the next board meeting for January and February 2014.

S. Irons presented a report on the review of the 2014 budget that she conducted with N. Pawlak.

Points to be noted in the report include:

- At a meeting with the former treasurer, R. Stainthorpe, it was indicated that it was common practice to present the library's annual budget as a deficit budget. It has been prepared this way in the past for two main reasons. First, donations were always budgeted at \$0 because there is no predictability to this source of revenue. Second, when presenting the budget to potential funders, a surplus budget may give them the impression that the library wasn't in need of additional funds. N. Pawlak provided budget statistics dating back to 2009 with deficit budgets at the start of the financial year.
- During their review, N. Pawlak presented S. Irons with a detailed break-down of staffing costs for 2014. When the budget was prepared in September 2013, it was very unclear as to what the staffing would look like in January. The budget was developed based on the circumstances at the time and the staffing obligations at the time. Since then, there have been changes to staffing and, as a result, N. Pawlak has calculated a potential savings of \$9,000 in wages and benefits for 2014 based on current staffing levels.
- N. Pawlak also calculated that there could be an additional savings of approximately \$5,500 if the Board of Trustees opted to close on the Tuesday following a statutory holiday when that holiday falls on a Monday. Currently, library staff are paid for an extra day's work during weeks when the stat falls on a Monday because the library is already closed on the Monday.
- N. Pawlak also estimated a conservative amount of \$14,000 being received in 2014 in the form of donations from various sources including Friends of the Library and the Adopt A Book program.
- There is also the potential that there will be an increase in the funding provided by the RDEK. Currently the request for funding from the RDEK is for \$80,000. This is a \$16,000 increase over the amount budgeted for in the current library budget.
- Taking these potential savings in wages and benefits plus the additional funds that will be received through donations, the deficit budget for 2014 can possibly be reduced to -\$12,069. If additional funding is received from the RDEK for 2014, the deficit will be even less. As well, donations over the year could exceed the estimate, reducing the deficit even further.

S. Irons concluded that in consideration of these items, the 2014 budget should be implemented as approved in October 2013. Work on the 2015 budget will begin in July and can be developed to address future deficits if items such as RDEK funding is not increased.

S. Irons also reported that the financial role and responsibility of the Board of Trustees is to secure adequate funds to carry out the library's programs and services. In order to secure additional funding from government agencies, she has recommended that the board consider approaching the two First Nations in this area. She also recommended that in order to increase the funding from non-governmental sources, the board continue to approach local service clubs, continue to support the Friends of the Library, and consider fundraising events or activities.

The decision to approve a library closure on a Tuesday following a Monday statutory holiday was tabled until the next board meeting.

OLD BUSINESS

6. Board Succession-status of trustee appointments

N. Pawlak was in contact with Shannon Moskal at the RDEK. At this point, the service agreement between the District of Invermere and the RDEK is being finalized. A copy for review will be provided to the DOI in the second week of March. If the agreement is satisfactory at the staff level at the DOI, it will be brought to the RDEK Board meeting on April 4th for approval. It will next go to the DOI council meeting for approval at an April council meeting. If each of these approvals are done as planned, she expects that the board appointments will be made at the May 2nd, 2014 RDEK board meeting.

7. Committee Appointments - Expressions of Interest

Tabled until the next board meeting.

8. Signing Authority

S. Irons put forth a request to consider adding N. Pawlak as a signing authority on the KSCU chequing account. This will improve efficiency for paying bills and will provide N. Pawlak with the authority that she requires to carry out the responsibilities of her job.

S. Irons also put forth a request that the Board of Trustees provide permission to Karen Cote at the DOI to share her online banking password with N. Pawlak so that N. Pawlak can access the bank account balances in a timely fashion.

These requests were tabled until the next meeting when a motion can be put in place.

9. Strategic Planning

N. Pawlak reported Jamie Chicanot has committed to the dates of May 23-24, 2014 for a strategic planning session in Invermere. There will be a Friday evening session and a full-day Saturday

session. Plans should be made to include all staff in as much of the session as possible. Ursula Brigl was unable to commit to a pre-planning session at this time due to her own workload.

Information will be collected from the community at large as well as from community partners and other valley organizations.

NEW BUSINESS

10. Funding-First Nations

S. Irons presented the idea of approaching the two local First Nations for library funding. She will prepare a presentation with the assistance of N. Pawlak.

Next meeting: Tuesday, April 1, 2014 7:00 PM.

Meeting ended at 8:45 PM.