MINUTES OF MEETING
Invermere Public Library Board
Sept. 6, 2016

Present: Daneve McAffer Mary Bagan Karl Conway Justin Atterbury
Nicole Pawlak (Library Director)

Regrets: Jane Herman Helen Kipp

Guest: Chris Prosser

Minutes recorded by N. Pawlak

1. **CALL TO ORDER**
   D. McAffer called the meeting to order at 7:00 PM.

2. **ADDITIONS TO AGENDA/ADOPTION OF THE AGENDA**
   M/S Conway/Bagan to adopt the agenda as amended. **CARRIED**

3. **APPROVAL OF THE MINUTES**

   M/S Atterbury/Conway to approve the minutes of the July 5th, 2016 meeting as amended.
   CARRIED

4. **GUEST SPEAKER: CHRIS PROSSER**
   C. Prosser attended the meeting to provide a progress update on the new community facility. The plan is for the facility to be fully enclosed by Oct. 31 and work will continue inside the building through the winter and spring. The forecasted date for the contractor to hand the building over to the DOI is April 28th, 2017.

   The lowest bid for finishing the library portion of the project came in at $198,000. This was not included in the final contract for the overall building. The library will be responsible to cover the finishing costs. There is not a current price or contractor in place for the library.

   Once the library board makes a resolution to commit the library's savings to go towards the leasehold improvements for the new library, the process for finalizing a bid and contract for the library can begin.

5. **FUNDRAISING WORKING GROUP**
   J. Atterbury reported that the FWG is organizing another fundraiser in partnership with the Legacy Trail committee. It will be held at Eagle Ranch Golf Resort on Friday, Oct. 14th and tickets will be $75/person. The proceeds from the event will be shared between the two groups.

   Copper Point Golf Resort has been collecting funds for the new facility and had raised $12,000 by the end of August.

6. MULTI-USE FACILITY ADVISORY COMMITTEE

There has not been a meeting for this committee. Now that the project is well underway, this committee will not be meeting very often.

7. CORRESPONDENCE

The Friends of the Invermere Library submitted a letter to the library board expressing their interest in committing to donate the $20,000 for the children's section of the new library. The Friends asked if the board would consider accepting the donation in instalments over five years.

After some discussion of the logistics, the board has requested some additional information from the Friends about the project and will ask a representative from the Friends to attend the next library board meeting in order to further discuss the idea.

8. REPORTS

a. Library Director's Report:

- Summer Reading Club 2016—Book a Trip
  The SRC programming each Thursday in July and August was a big hit once again this summer with 51 reading logs turned for a total of almost 400 hours of summer reading. There was an average attendance of 15 kids each week with a final 25 kids attending on our wind-up day. The Tween/Teen and Adult Summer Reading clubs were also successful this year with a total of 20 entries into the contests.

- Pop Up Story Times
  Staff had a very busy summer popping up at locations and events throughout the valley this summer, hosting 11 pop up story times from Edgewater through to Canal Flats. Staff also set-up a library information and activity tent at four community events which included Mountain Mosaic Children's Festival, Valley Appreciation Day, the Agri-Institute's Summer Fair, and the Columbia Valley Recreation sign-up night.

- Library Fundraiser Update
  To the end of August, there have been seven shelves and five chairs purchased through the fundraiser plus a custom donation. The current total raised is just under $8,700.

- Programming Update
  Saturday story time begins again this Saturday, Sept. 10th with a pop up story at Home Hardware. The following Saturday, story time will be held at 11:00 AM at the library. A games night is being organized for Wed., Sept. 28 from 5-8 PM. People of all ages are invited to drop in to try out some of Main Street Fun and Games most popular board games.

b. Financial Report

M/S Bagan/Atterbury to receive and file financial reports for June and July 2016 CARRIED

c. Labour/Management Committee
The committee has not met since the last library board meeting.

d. Planning and Policy Development Committee
The committee has a meeting planned for Sept. 30th, 2016.

e. Community Relations and Development Committee
The committee has not met since the last library board meeting.

f. Kootenay Library Federation
D. McAffer reported on information circulated by the KLF about an upcoming webinar that is free of charge. "Library 2.016: Libraries of the Future" will be held on Oct. 6 from 1:00-4:00 PM. Registration information is available from D. McAffer.

The next KLF Board meeting will be held in Nelson on Saturday, Oct. 15th and D. McAffer will be attending. N. Pawlak will also be attending and she will be at the LDAG meeting the day before on Oct. 14th.

The KLF Director, Glenda Newsted, met with N. Pawlak at the Invermere Library at the end of August.

g. Friends of the Library Report
H. Kipp circulated her report from the Friends meeting in August via email. H. Kipp requested someone replace her at the September Friends meeting as she will be away. K. Conway agreed to attend the meeting on behalf of the library board.

N. Pawlak reported that the Friends gave a very generous donation of $8,000 from the proceeds from the BIG Book Sale in July. The library board extended a thank you to all of the volunteers involved in the sale for a job well done.

9. OLD BUSINESS

a. Motion for adoption of the Strategic Plan
M/S Bagan/Atterbury to adopt the revisions to the Invermere Public Library's strategic plan as circulated. CARRIED

b. Social, Oct. 2nd 2:00-5:00 PM
N. Pawlak will send out an invitation via email to the Friends and library staff for the upcoming library social on Sunday, Oct. 2nd. K. Conway offered to provide the venue and the food for the event. A map will be included in the invitation and people will be asked to RSVP by Sept. 23rd.

10. NEW BUSINESS

a. Outfitting the library

N. Pawlak provided some clarification between the two different streams of funding being raised for the new library facility. One stream is savings that have been designated by previous library boards as a building fund and to be used for something of significance. The other stream involves funds that are currently being raised by the library's fundraiser to purchase book plates, chairs, tables, and shelves for the library. This fundraiser is completely separate from the fundraiser that the Fundraising Working Group is organizing for the facility as a whole.

A decision to allocate funds from the library's savings to the leasehold improvements was tabled until the October 4th, 2016 meeting.

b. Review of the 2017 Draft Budget

This item was tabled to the October 4th, 2016 meeting.

M/S Bagan/Conway to adjourn the regular meeting and to move to an in-camera session at 8:40 PM. CARRIED

M/S Atterbury/Bagan to adjourn in-camera session at 9:11 PM. CARRIED

11. BUSINESS ARISING FROM IN CAMERA SESSION

- Staff was directed to organize a facilitated board development session.

Presiding member: **Recording secretary:**

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Library Board Chair **Library Director**