

MINUTES OF MEETING

Invermere Public Library Board

Oct. 7th, 2014

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|----------|-----------------|------------------|----------------------------------|
| Present: | Brenda Danyluk | Diana McDonald | Tom Symington |
| | Greg Anderson | Gerriann Donahue | Nicole Pawlak (Library Director) |
| Regrets: | Stephanie Irons | Norm Funnell | |

Minutes recorded by N. Pawlak

1. CALL TO ORDER

D. McDonald called the meeting to order at 7:03PM.

2. ADDITIONS TO AGENDA/ADOPTION OF THE AGENDA

M/S Anderson/Donahue to adopt the agenda as presented.

CARRIED

3. APPROVAL OF MINUTES

T. Symington requested the following amendments be made to the minutes of the Sept. 11, 2014 board meeting:

- Under New Business, #11: the word “dividends” be replaced with “interest”
- Also under #11, the date that the agreement was signed be corrected to Sept. 3, 2014.

M/S Anderson/Danyluk to approve the minutes of the Sept. 11th, 2014 meeting as amended.

CARRIED

REPORTS

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

- October is Library Month. Across Canada, libraries will be celebrating with this year’s theme, “Libraries Inspire”. Locally, the Invermere Public Library is highlighting ways in which our library has inspired our patrons. We have received anecdotes and pictures from our patrons who were inspired by one of our books. From a canoe that was made from scratch to knitting to trips that were taken, the stories of how this library has inspired are plentiful and are being featured in the library and on our Facebook page.
- Leah Shoemaker has been awarded the permanent position of Community Librarian with the library, effective Oct. 1, 2014. Sidney Kwok has been hired as this year’s Student Page with the School Works program through Columbia Basin Trust.
- The Senior’s Tea program has been suspended for the time being. The library received word at the end of September that the BC Transit Community Bus is no longer able to accommodate

request for service due to the increase in its regular schedule. Staff is exploring other transportation options in order to keep this program running.

- The first Creative Writing Group session was very well attended with 15 participants. The group will be meeting once per month at the library and is being facilitated by DTSS teacher Shelly Little.
- The coordinator from the WildSafe BC program was a guest host at preschool story time on Sept. 26th. The children and families were treated to a special “bear aware” morning that included bear pelts, bear poop, and bear-safe garbage games.
- N. Pawlak hosted a volunteer orientation session on Sept. 29th. There were two returning in-library shavers who attended as well as two new shavers. The group was provided with an overview of the library, shelving practices, catalogue searches, the website, as well as new skills in reader’s advisory. Christine Vidalin from the Friends of the Library also joined us to provide information about the work that the Friends do for the library. Volunteers were treated to an appreciation lunch after the training.
- October events include a booth at the children’s zone downtown for Oktoberfest, a new group called the Breastfeeding Mamas will be meeting monthly at the library, and a special “Booktacular” event is planned for Halloween night. The library is partnering with CV Arts to host the book launch for local author Elinor Florence and her novel “Bird’s Eye View” on Friday, Nov. 14th. Copies of Elinor’s book will be available for purchase at the library after Oct. 24th and can be pre-ordered.

5. Financial Report

The monthly financial report for August 2014 was circulated via email for review by trustees.

M/S Donahue/Danyluk to receive and file the financial reports as presented.

CARRIED

6. Labour/Management Committee

The committee has not met since the last board meeting.

7. Planning and Policy Development Committee

T. Symington has reviewed the policies and has created a list of the policies that are up for revision. The committee will meet to review these policies and make recommendations for changes where necessary. The committee will meet on Oct. 22nd, 2014 at 4:30 PM.

8. Community Relations & Resource Development Committee

G. Donahue circulated the committee minutes from the Sept. 26th, 2014 meeting. At the meeting, the committee decided to recommend that the IPL board of trustees set a funding target of \$1.4 million for a 4,000 sq. foot library in Phase 2 of the Multi-Use facility. This is based on the current construction rate of \$350/square foot and the research that was done to confirm that the size of the library is appropriate.

M/S Donahue/Anderson that the IPL Board will pursue both a RDEK/DOI referendum in 2016 for a new building's capital costs and its concomitant operational costs and will continue to raise funds through grants and donations for the soft costs in collaboration with the Multi-Use Facility's Advisory Committee. The Board will also pursue large capital grants for the new facility if any become available before the date of the referendum.

Discussion:

- G. Anderson noted that the motion being put forward sets a direction for the board to pursue and provides a strategy. This will guide future boards in the decisions that are made but also permits for future boards to modify this direction as necessary and as circumstances permit.

CARRIED

G. Donahue also listed several action items that the committee will pursue:

- Send a letter by the end of October from the library board chair to the RDEK directors requesting that a referendum for 2016 be added to their work plan.
- Send a formal letter of request by the end of October from the library board chair to the Member of Parliament David Wilks requesting consideration for the new library building if federal grants become available.
- Continue to raise funds for the soft costs in collaboration with the Multi-Use Facility's advisory committee. Library staff will calculate an estimate of the soft costs by the end of October and the fundraising target will be the difference between what the library currently has and what it needs.
- Be an active member on the Multi-Use Facility's advisory committee's fundraising subcommittee and, in collaboration with that group, determine where other local fundraising opportunities exist for the board to pursue.
- Work through the subcommittee to determine what funding sources we can approach and collectively bring on someone to coordinate the grant applications.
- CRRDC's target is to have funds in place for the target amount for soft costs by 2017.
- G. Donahue reported that MP David Wilks wrote a letter back to her confirming there is currently no federal funding available. As well, she and T. Symington met with MLA Norm McDonald who suggested sources such as the lottery fund where the rules are sometimes bent for a good project as well as CBT.
- T. Symington will be meeting with Area F Director Wendy Booth on Wed., Oct. 8th to discuss the RDEK referendum process.

D. McDonald requested that the CRRDC send out an email to all of the library board to brainstorm ideas for funds that could come for the building from beyond the sources in the Columbia Valley that could possibly be pursued that would not be in conflict with the efforts of the Multi-Use Facility fundraising committee.

9. Multi-Use Facility Advisory Committee

T. Symington reported he attended the meeting on Oct. 1, 2014. Information was presented about the timeline for Phase 1 from the beginning of the teardown of the old school to the point of the foundation work beginning for the new footprint. Asbestos removal is scheduled to begin within the week and a very tight timeline sees the new foundation work beginning in the fall of 2015 if everything goes as planned.

There was also a facilitated session held earlier in the day that looked at things such as the definition between a partner and a user group. Three subcommittees were also established at the meeting as well as the make-up of who will sit on each: fundraising, design, and business program committees. The library has one of seven seats on the fundraising committee.

A letter of support for the library to be included in the Multi-Use Facility was presented at the committee meeting from Cam and Eloise Berry. It was one of the letters that was circulated by the Friends of the Library to their contacts for submission back to their local elected officials.

B. Danyluk requested that her name be moved to be the alternate representative on the committee and T. Symington be the primary representative. She will contact Kindry Luyendyk at the DOI to advise her of the change.

OLD BUSINESS

10. Strategic Plan

Presentation of the PowerPoint was tabled until the November meeting.

Action Items:

- First Nations funding – S. Irons, N. Pawlak
There is nothing new to report until S. Irons is back in Invermere.

11. Outgoing Trustee Intentions

B. Danyluk reported that she does not intend to seek reappointment to the board for a second term.

D. McDonald suggested that the three continuing trustees will need to give some consideration to who will be board chair and D. McDonald will begin to transition the position of chair to them.

12. Trustee Recruitment Plan – D. McDonald

D. McDonald circulated a trustee job description via email for feedback from trustees. D. McDonald will also be putting together a short trustee recruitment package. Both of these documents will be made available on the library website. As well, current trustees will be encouraged to circulate the information to their circle of contacts. D. McDonald proposed organizing an information session for people interested in applying for the trustee positions.

G. Anderson suggested that the board consider creating a new policy that outlines the roles and responsibilities of a board trustee. D. McDonald referred the conversation to the policy committee for discussion and recommendation.

NEW BUSINESS

13. Trustee Appointment Process – N. Pawlak

N. Pawlak described the process for the appointment of trustees to the IPL Library Board. In October, the District of Invermere will begin to advertise for residents of Invermere to submit applications to Mayor and Council outlining their interest in being appointed to the board of trustees. The process is handled by the municipality. Once applications have been received, they are reviewed by DOI staff. DOI staff also requests input from the Library Director. Based upon this input, DOI staff makes recommendations to Mayor and Council for the appointment of trustees to the library board.

Similarly, with the new representation coming from the Village of Canal Flats for Jan. 2015, the RDEK will advertise and accept applications for this position in October as well. Once applications have been received, RDEK staff will consult with the Library Director as well as with the Canal Flats representative on the RDEK board. From this, RDEK staff will make a recommendation to the RDEK board for the appointment of the trustee to the library board.

Both new trustees and returning trustees who wish to be reappointed follow the same process. Returning trustees are not automatically appointed to the position each time their term is up. They must go through the appointment process each time they wish to return for another term.

The library board itself does not participate in the review of applications or in the appointment process. Current board members can assist in the process by encouraging members of the public to apply to the two local governments for appointment to the board and to let people know that there are positions available.

14. CRRD Committee Fundraising Strategy – G. Donahue

This item was covered in the previous committee report from the CRRD in item #8.

15. Library Christmas Hours

M/S Donahue/Anderson that the Invermere Public Library close at 2:00 PM on Wednesday, Dec. 24th, 2014 and reopen on Friday, Jan. 2nd at 10:00 AM to resume regular hours.

M/S Anderson/Symington to adjourn meeting to in-camera session.

CARRIED

Meeting adjourned at 8:45 PM.

Next meeting will be Tuesday, Nov. 4th, 7:00 PM at the Invermere Public Library.

Presiding member:

Recording secretary:

Library Board Chair

Library Director