

MINUTES OF MEETING

Invermere Public Library Board

November 5, 2013

Present: Tom Symington Stephanie Irons Brenda Danyluk
 Diana McDonald Greg Anderson Nicole Pawlak (Acting Library Director)

Absent: Holly Auger Ron Stainthorpe

Minutes recorded by N. Pawlak

1. CALL TO ORDER

The Acting Chairperson D. McDonald called the meeting to order at 7:04 PM.

2. ADDITIONS TO AGENDA/ADOPTION OF AGENDA

Labour/Management Committee update added as agenda item #11.

T. Symington suggested that the Health & Safety committee and the Labour/Management Committee become standing committee reports on the agenda.

M/S Anderson/Danyluk to adopt the agenda as amended.

CARRIED

3. APPROVAL OF MINUTES from previous meeting

M/S Anderson/Symington to adopt the minutes of the October 1st, 2013 regular meeting of the board as circulated.

CARRIED

The RDEK contact is Shannon Moskal at smoskal@rdek.bc.ca

The DOI contact is Nancy Smith at corporateservices@invermere.net

REPORTS

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

Highlights:

- Meeting at the library with representatives from the provincial Libraries and Literacy Branch
- Kootenay Library Federation Conference was held in Fairmont at the beginning of October. Three staff and four trustees attended the event.
- The Adopt A Book program was the recipient of this year's Care Wear donation from the Invermere Branch of the KSCU. A cheque for \$1204 was presented to the library.

- October was a busy month for programming including several preschool story time visits and a special Halloween Howl story and event night.

5. Financial Report

R. Stainthorpe was absent from the meeting but provided the attendees with the September 30th, 2013 comparative income statement.

M/S Anderson/Symington to receive and file September financial statement as presented. CARRIED

6. Policy Committee Report

The Policy Committee met on October 16 to review Policy 17 (Code of Conduct), Policy 18 (Respectful Workplace Policy and Guidelines) and Policy 19 (Step Discipline). The addition of these policies will replace the former Policy 13 (Personnel Policy).

Discussion: Prior to publication of Policy 18, it was agreed that the term Chief Librarian be replaced with the term Library Director.

M/S Symington/Irons to adopt Policy 17, Policy 18, and Policy 19. CARRIED

M/S Symington/Irons that Policy 16 be renumbered to Policy 13, Policy 17 be renumbered to Policy 16, Policy 18 be renumbered to Policy 17, and Policy 19 be renumbered to Policy 18. CARRIED

ACTION: N. Pawlak will review all of the policies in the policy manual and replace any occurrences of the title "Chief Librarian" with the title "Library Director".

OLD BUSINESS

7. Potluck Dinner

Scheduled for Thursday, Dec. 5th at 6:00 PM at Brenda's house. Brenda will circulate an email with her address and a sign-up sheet for dishes.

8. KLF Conference

A brief summary of the conference sessions was provided by the trustees and staff who attended the KLF conference in October.

NEW BUSINESS

9. KLF Board Meeting Update

B. Danyluk attended the meeting along with H. Auger as this was the last meeting that Auger will be attending. A new representative will need to be appointed before the next KLF meeting in the spring. One of the topics at the meeting was the fact that library funding is not a line in the provincial budget. G. Anderson proposed that in future appointments of the board's KLF representative, there be consideration given to rotating the position on a more regular basis so that succession and continuity in the position is easier to achieve.

ACTION: G. Anderson suggested that when the new trustees are appointed in January 2014, there be time taken at a board meeting to do a tour of the online BC Libraries website “The Commons” as it is a great resource for information for library staff and trustees.

10. Health & Safety Committee

D. McDonald reported that she and V. Walker met on Oct. 9th and then again on Oct. 30th where they conducted a building safety inspection. They will meet again on Nov. 7th to review the inspection report and come up with recommendations. They used a checklist that V. Walker found on the Industry Canada website. A file for committee work will be established in order to provide a paper trail for work that has been done.

11. Labour/Management Committee Meeting

The committee did not meet in October but is scheduled to meet on Nov. 6th.

12. Library Christmas Hours

M/S S. Irons/G. Anderson that the library will be closed from Dec. 24th, 2013 to Jan. 1st, 2014 inclusive and will reopen on Jan. 2nd, 2014 with regular operating hours. CARRIED

13. Mileage Rate Increase

N. Pawlak reported that effective Oct. 1, 2013, the District of Invermere increased their mileage rate to \$0.52/km.

M/S T. Symington/G. Anderson that the Invermere Public Library increase the mileage rate to \$0.52/km effective Nov. 5th, 2013. CARRIED

14. Friends of the Library AGM

T. Symington reported that he along with D. McDonald, R. Stainthorpe, and B. Danyluk attended the Friends of the Library AGM on Oct. 15th, 2013. At the meeting, he shared the research that he has been doing to possibly establish an endowment fund with the Columbia Valley Community Foundation.

15. Advocacy

T. Symington and R. Stainthorpe met with area directors from the RDEK to discuss their concerns of the unclear home library service boundary for Area G residents living outside of the Village of Radium Hot Springs.

16. Imagine Invermere Invitation

G. Anderson provided information about the Imagine Invermere committee which was established two years ago to develop an integrated community sustainability plan. The committee is hosting an

open house on Thursday, Nov. 7th to share their work with community stakeholders. No one from the library board will be available to attend the meeting.

ACTION: G. Anderson will provide the Imagine Invermere PowerPoint presentation at a board meeting in the new year.

17. Board Succession/Recruitment

N. Pawlak reported that three board member terms expire in December 2013. They are all representatives from the RDEK, two from Area F and one from Area G. The RDEK advertised for applications in October and received two applications from Area F but none for Area G. The RDEK has extended the deadline for applications for Area G until Nov. 18th, 2013 and has done additional advertising for the vacant position.

Area F director Wendy Booth has recommended the appointment of the two applicants from Area F, Tom Symington and Gerriann Donahue and the RDEK has requested feedback from the Invermere Public Library about these appointments by Nov. 25th, 2013. The RDEK will be considering these appointments at the board meeting on Dec. 6, 2013.

The Area G position will remain vacant until filled. Staff have been speaking with residents from Area G when they are in the library to promote the position.

18. Chief Librarian Posting

S. Irons, D. McDonald, and B. Danyluk met on Nov. 4th, 2013 to produce a final draft of the job description and job posting for the position. They would like to have comments about the drafts submitted no later than Nov. 7th so that both documents can be finalized. The job posting will then be posted on the BCLA website, the KLF website, the Invermere Public Library website, as well as in the local newspapers. The job posting will be for three weeks and upon closing, the committee plans to short-list candidates and conduct interviews as soon as possible. They hope to have the hiring process completed by the end of the year.

19. Board Recognition

There will be two trustees who will be leaving their positions on the Invermere Public Library board in December, 2013. R. Stainthorpe has served as a trustee since June 2011 and H. Auger has served as a trustee since Feb. 2006.

M/S G. Anderson/S. Irons that the departing Invermere Public Library Trustees be recognized for their volunteer service as per Policy 6. CARRIED

Next meeting: Monday, Dec. 2nd, 7:00 PM

M/S G. Anderson/T. Symington to adjourn meeting to in-camera session at 9:14 PM. CARRIED