

MINUTES OF MEETING

Invermere Public Library Board

Nov. 4th, 2014

Present: Brenda Danyluk Diana McDonald Tom Symington Norm Funnell

Greg Anderson Gerriann Donahue Stephanie Irons

Nicole Pawlak (Library Director)

Staff: Leah Shoemaker Virginia Walker

Minutes recorded by N. Pawlak

1. CALL TO ORDER

D. McDonald called the meeting to order at 7:05PM.

2. PowerPoint presentation

The board reviewed the PowerPoint presentation that was developed by L. Shoemaker, G. Donahue and N. Pawlak. It will be available for use at community presentations and can be adapted for content to meet the needs of the audience at each presentation.

3. D. McDonald congratulated L. Shoemaker on her appointment to the permanent position of Community Librarian.

4. ADDITIONS TO AGENDA/ADOPTION OF THE AGENDA

S. Irons requested the deletion of Item #14 from the agenda.

G. Anderson requested the addition of board liability insurance.

N. Funnell requested the addition of the Kootenay Library Federation report.

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

CARRIED

5. APPROVAL OF MINUTES

M/S Anderson/Symington to approve the minutes of the Oct. 7th, 2014 meeting.

CARRIED

REPORTS

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

- In October, the library collect statistics for typical week data to compare to the numbers collected in August. The numbers that were collected between the two weeks were very

similar overall. The number of in-person visits was slightly lower in October than in August but this can be attributed primarily to the Summer Reading Club traffic that was seen in August. Reference questions from children and youth were higher during the October week.

- A new support group called “Breastfeeding Mamas” began meeting at the library. The group is organized by a local volunteer and will meet at the library once per month.
- With the change in days at CBAL’s StrongStart program to Friday mornings, library staff have noticed a change in the families who are attending Friday story time. The children are mostly toddlers and the story time program does not meet their needs. With the change in the StrongStart day, CBAL’s Baby Goose program lost its program space and it seems that some of the families who may have attended Baby Goose are coming to story time. The library has decided to move its weekday story time to a different day of the week, starting in January, and provide Baby Goose with the library space to host their Friday morning program. Friday story time will run until the end of November and Baby Goose will start the first Friday of December.
- The Halloween night “Book-tacular” was a great success. People who stopped by were treated to a scary side and a not-so-scary side of the library as well as crafts, spooky stories, hot chocolate and finger cookies. Thanks to Leah Shoemaker for planning the scary activities, to Bob Walker and Stevie Irons for their character work on the scary side of the library, and to Ginny and Bob Walker for all of the wonderful decorations, both inside and out. There were approximately 100 people who stopped by the library throughout the evening.

D. McDonald and S. Irons thanked the staff for the wonderful job done for the Halloween evening event. G. Walker and T. Symington both reported hearing the library event being talked about among trick-or-treaters who were anxious to get to the library for the event.

- The Y.A.C. (Youth Advisory Committee) will meet for the first time in November. The committee will involve valley youth in Gr. 5-7 in programming and planning at the library as well as other input such as book reviews and collection suggestions for that age group.
- Elinor Florence’s BC book launch of her first novel “Bird’s Eye View” will take place on Friday, Nov. 14th at 7 PM at Pynelogs. It will be a 1940’s themed night with people being encouraged to dress up. CV Arts is providing the space free of charge for the evening and the Friends of the Library will provide treats. Books are currently available for purchase at the library and the library earns \$8 with each book sale.
- The library will be entering a float in the Light-Up parade on Nov. 22nd, 2014.
- The Friends of the Library silent auction begins on Nov. 22nd and runs through to Dec. 6th. Donations are currently being accepted for the auction table.
- There will be two Christmas events in December. One for adults will held on Wed., Dec. 3rd and one for children in K-Gr. 4 will be held on Friday, Dec. 12th.

7. Financial Report

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

S. Irons circulated a report that was written in response to questions received from G. Donahue in regards to the monthly financial reports. (See attached)

G. Donahue wants to ensure that basic operating costs such as staff wages, heat, electricity, etc. are covered by the annual grants received from the DOI, RDEK, and the provincial government. If these expenses are not covered by these grants, it is important to contact these funders and make a case to them to have the grants increased. As well, the board should be looking at ways to inject additional funding from sources such as the local First Nation communities.

N. Pawlak noted that staff wages are intermixed with the cost of running library programming. Often the only expense for a library program is the staff time that was used to develop and run the program.

N. Pawlak circulated a draft report for the RDEK budget request for 2015 for the library board's review. The board provided direction to staff to submit the letter to the RDEK.

S. Irons commended the staff for their fiscal responsibility.

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

CARRIED

8. Labour/Management Committee

The committee has not met since the last board meeting.

9. Planning and Policy Development Committee

The committee circulated a recommendation to the board to adopt a policy that amalgamated the various policies that related to the board into one policy called Policy 4: Board Members. T. Symington asked about Section 4.4.2, In-camera Meetings and what the current practice of the library board has been. The policy committee will review this section of Policy 4 and bring a recommendation back to the board regarding this section.

M/S Symington/Irons to adopt Policy 4: Board Members that has amalgamated Policies 5, 6 and 15 and to adopt the wording changes made to Policy 9.

CARRIED

10. Community Relations & Resource Development Committee

G. Donahue reported that the committee met and confirmed the details of the expected costs of the new library facility at \$1.4 million for the building and \$300,000 for soft costs. The committee also

discussed the addition of slides to the PowerPoint presentation to include information about the future of libraries and the history of the IPL.

G. Donahue reported that she and T. Symington met with Area F Director Wendy Booth to discuss the next steps towards a referendum. The first step will be to hear back from the RDEK if the referendum will be put on the work plan for 2016. T. Symington will draft a letter that will be submitted to the RDEK to make the request. Once the referendum has been placed on the work plan, there will be additional actions that will take place.

G. Donahue also reported that a letter was submitted by the board chair to MP David Wilks requesting consideration for federal funding should an opportunity arise in the future.

M/S Anderson/Funnell that G. Donahue represent the library board on the fundraising committee for the Multi-Use Facility Advisory Committee and T. Symington to be the alternate.

CARRIED

In the meantime, the committee will be working to meet the goal of raising \$30,000 for the 2015 fiscal year. This amount is part of the library's required annual operating revenue and is generated from fundraising and donations. These funds are will be needed for programming and services for the 2015 operating year in the existing building. Once the RDEK makes a decision about the referendum, the committee will implement additional actions.

11. Multi-Use Facility Advisory Committee

Nothing to report as there was no meeting in October. The next meeting is scheduled for Nov. 12th, 2014.

12. Kootenay Library Federation (KLF) Report

N. Funnell reported that he attended the KLF Board Meeting on Oct. 18th, 2014 in Nelson. He reported that Mari Martin, a provincial library consultant from the Libraries Branch, spent the day at the meeting and reported that library funding will remain stable for the next three years. The province has committed \$14 million to libraries since 2011.

The Penticton Public Library had requested to become a member of the KLF. At the meeting in May, member libraries were asked to provide their vote after consulting with their board as a yes, a trial one-year period, or a no. As it turns out, a trial period was not actually an option. A vote was held at the meeting and the member libraries voted yes to include Penticton in the KLF.

The KLF is having difficulty with getting member libraries to participate in the board meetings and is exploring alternatives such as virtual meetings. A survey will be circulated to member libraries to collect feedback.

The Trustee Orientation Program (TOP), which is run by the BCLTA, only has two approved trainers. One is located at the coast and one in northern BC. The KLF requested someone be trained in this region but the BCLTA said no. There was no idea as to when the next TOP session may be available in the Kootenay region.

The majority of the day was spent in a strategic planning session for the KLF. From the surveys that went out prior to the session, one of the trends that was mentioned was a strong support for libraries from local government officials.

There will be an inaugural meeting via teleconference in March and the next face to face meeting will be in May.

OLD BUSINESS

13. Strategic Plan

Action Items:

- First Nations funding – S. Irons, N. Pawlak
S. Irons plans to investigate if there is a gaming revenue fund that is generated by the casino on the St. Mary's reserve and if it can be accessed by all of the bands in the Ktunaxa Nation.

S. Irons is also planning to meet with Lucille Shovar who has the education portfolio with the Akisqnuq Band and will pursue a connection with the Shuswap Band after the elections. G. Donahue suggested that she take the value of the parcels in Area F that are located on reserve land to the meeting to strengthen her request.

S. Irons agreed to continue working on this even after her term ends in December.

14. Trustee Recruitment Plan

D. McDonald reported that the new trustee information package is just waiting to be formatted and have some pictures added. It will then be ready for circulation and for posting on the website.

15. Trustee Appointment Process-Update

N. Pawlak reported that the DOI has begun to advertise for the two vacancies for 2015. She has not yet heard back from the RDEK as to when they will begin their advertising for the Canal Flats position. G. Anderson noted that the current board members should make an effort to circulate the trustee information package once it is finalized.

NEW BUSINESS

16. Change to 2015 Library Operating Hours

S. Irons reported that in 2015, there will be six statutory holidays out of 12 that will fall on a Monday. In 2014, with the staff's suggestion, the board voted to close the library on any Tuesday

that was preceded by a statutory holiday on the Monday. This provided for a significant savings in staff wages and also allowed the staff to have a long weekend which they had never had before because the Monday was already their day off. S. Irons noted that the staff is in favour of this practice again for 2015.

M/S Irons/Donahue to amend the operating hours of the Invermere Public Library for 2015. If a statutory holiday falls on a Monday, the statutory holiday will be moved to the Tuesday and the library will be closed.

Discussion:

B. Danyluk asked how the services have been effected on this day. N. Pawlak reported that no one has complained to date about the Tuesday closures that have taken place in 2015.

CARRIED

17. Annual Report to the Community

D. McDonald circulated examples of annual reports that have been produced in Nelson and Castlegar. She viewed it as an excellent marketing tool. The board agreed this would be a good addition to the Invermere Public Library. The CRRD Committee will take the responsibility for overseeing the project.

18. Board Liability Insurance

D. McDonald reported that library boards are covered, provided there is no negligence on behalf of the board and that the board stays within their legislative responsibilities as outlined by the Library Act.

G. Anderson added that if the board extends beyond their mandate, then they may be exposed to liability. As well, if the board makes changes to the building or the grounds without prior approval from the DOI, then they also may not be covered in that circumstance. It was also suggested to him that board members who are travelling on board business to meetings be instructed to check with their vehicle insurance provider to ensure they are covered in these circumstances. When a board member makes a claim for mileage, the rate that they received is intended to cover the cost of fuel as well as any additional expense that may have been needed for proper insurance coverage.

G. Anderson recommended that the library board should have board liability insurance. The cheapest is \$500 for \$1 Million in coverage.

D. McDonald will research some practical examples of why the insurance is important to have. It will be discussed again at the December meeting.

19. Board Chair Transition

With D. McDonald's term up at the end of December, N. Funnell agreed to chair the December meeting as part of the transition process.

The meeting date for the inaugural meeting in January 2015 was set for Jan. 6th, 2015.

**M/S Anderson/Danyluk to adjourn meeting.
Meeting adjourned at 9:30 PM.**

CARRIED

Next meeting will be Tuesday, Dec. 2nd, 7:00 PM at the Invermere Public Library.

Presiding member:

Recording secretary:

Library Board Chair

Library Director