

MINUTES OF MEETING
Invermere Public Library Board
Jan. 17, 2017

Present: Mary Bagan Karl Conway Helen Kipp Jane Herman Al Miller
Nicole Pawlak (Library Director)

Regrets: Daneve McAffer

Minutes recorded by N. Pawlak

1. CALL TO ORDER

H. Kipp called the meeting to order at 7:23 PM. H. Kipp turned the chair position of the meeting over to the library director, N. Pawlak, for the election of the officers.

2. ELECTION OF THE OFFICERS

N. Pawlak opened nominations from the floor for the position of Chairperson.

J. Herman nominated H. Kipp for Chairperson. Seconded by K. Conway. ACCLAIMED

H. Kipp resumed the position of Chairperson for the duration of the meeting.

H. Kipp opened nominations from the floor for the position of Vice Chairperson.

M. Bagan nominated K. Conway. Seconded by H. Kipp. ACCLAIMED

H. Kipp opened nominations from the floor for the position of Treasurer.

H. Kipp nominated M. Bagan. Seconded by J. Herman. ACCLAIMED

Committee appointments were tabled until the February 2017 meeting.

3. ADOPTION OF THE AGENDA

M/S Bagan/Conway to adopt the agenda as amended. CARRIED

4. APPROVAL OF THE MINUTES

M/S Conway/Herman to approve the minutes of the Dec. 6th, 2016 meeting as amended. CARRIED

5. CORRESPONDENCE

Trustees reviewed BCLTA bulletin that was received via email. The bulletin will now be circulated every two months. In the bulletin, Donna McDonald discussed the upcoming provincial election and asked Trustees to watch for literature that will be circulated to support advocacy during the campaign.

6. LIBRARY DIRECTOR'S REPORT

N. Pawlak provided highlights for the library during the month of December which included:

- The Invermere Public Library was successful in its grant application for a co-op student from the UBC iSchool MLIS program. There will be a student co-op placement in the library for the next three years. This year's placement will take place from May-August 2017. The student will take on the role of a Children's Programmer.
- The Christmas campaign for donations to the library was successful. There were seven new donations made to the fundraiser in this time period. To date, there have been 25 people/companies who have donated to the fundraiser for a total of approximately \$18,000. New campaign marketing ideas will be implemented in 2017.
- N. Pawlak reported that she successfully completed the certificate program "Building Leadership for Public Libraries" through Royal Roads University. The KLF subsidized 50% of the enrollment fees upon completion.
- Library staff expressed their thanks to M. Bagan and the board of trustees for providing the lunch that was brought in for them in December.
- The author event with Jane Byers and Leesa Dean had a small crowd of seven in attendance. The authors also visited the high school earlier in the day as well.
- Our student page, Sidney Kwok has resigned from her position. She worked at the library for two and a half years and her creativity and enthusiasm will be missed. Abby Wagner has been hired as our new student page. She is a Gr. 10 student at DTSS.
- Upcoming events include a four week sign-up LEGO club with new challenges each week; a Good Reads orientation workshop on Wed., Jan. 24th; and the celebration of International Harry Potter Day on Thurs., Feb. 2. It is a drop-in event from 3:00-5:00 PM.

7. FINANCIAL REPORTS

M/S Bagan/Herman to receive and file financial reports for November and December 2016.

CARRIED

8. LABOUR/MANAGEMENT COMMITTEE

The committee has not met since the last library board meeting.

9. PLANNING AND POLICY DEVELOPMENT COMMITTEE

The committee will arrange a meeting once the committee appointments are made at the February meeting.

10. COMMUNITY RELATIONS AND DEVELOPMENT COMMITTEE

- J. Herman circulated a report that she will be submitting to Area F Director Wendy Booth as a summary of her work with the library board in 2016.
- H. Kipp would like to see the committee create a campaign for the fundraiser that recognizes notable pioneers and community members. The committee will look at this when it meets shortly after committee appointments are made.

11. FUNDRAISING WORKING GROUP

K. Conway reported that the committee is meeting each Monday. The committee is more than halfway towards its fundraising goal and there are some new fundraising events in the works.

12. MULTI USE FACILITY ADVISORY COMMITTEE

The Operations Committee has not met since November.

13. KOOTENAY LIBRARY FEDERATION

N. Pawlak circulated a primer that was provided by the KLF director to provide trustees with basic information about the KLF. The KLF has also requested feedback for changes that will be made to its agreement. N. Pawlak reviewed the proposed changes with the Trustees who had no additional comments to provide back to the KLF in regards to the changes.

14. FRIENDS OF THE LIBRARY REPORT

H. Kipp reported that the Silent Auction raised a record amount of funds this year with just over \$3,000. The Friends have given the library a cheque for \$4,000. The CVCF has approved a \$3,000 grant to be used towards furnishing the Children's Section in the new library and another \$7,000 from the Canada 150 grant program is still pending approval. They are also still receiving and sorting book donations in the garage, despite the chilly temperatures.

OLD BUSINESS

15. STAFF APPRECIATION

The trustee/staff lunch has been postponed until a date later in the spring.

NEW BUSINESS

16. ICE-OUT RAFFLE FUNDRAISER

The Lake Windermere Lion's will be sponsoring the library to run this year's ice-out raffle. All proceeds from the raffle will be put towards the fundraiser for outfitting the new library. Trustees agreed to work at tables in local stores selling tickets. Tickets will also be available for purchase at the library.

17. LIBRARY BOARD MEETING IN FAIRMONT

The trustees agreed to hold their meeting scheduled for May 2, 2017 in Fairmont. N. Pawlak will confirm a location for the meeting.

18. STAT DAY IN LIEU CLOSURE

N. Pawlak reported that the current practice of closing the library on a Tuesday following a Monday stat holiday has an impact on customer service because Tuesdays tend to be the busiest day of the

week in the library. N. Pawlak recommended that the trustees consider moving the stat day in lieu to the Saturday prior as Saturdays in general are not very busy days for the library.

M/S Bagan/Conway to change the stat day in lieu to Saturdays in 2017 when the stat day falls on a Monday as a trial and to evaluate the change at the end of 2017. CARRIED

Meeting was adjourned to an in-camera session at 8:55 PM

Business arising from the in-camera session:

- N. Pawlak and H. Kipp will meet in the next few weeks to conduct the library director's annual performance review.

Next meeting will be held on Tuesday, Feb. 7th at 7:00 PM.

Presiding member:

Recording secretary:

Library Board Chair

Library Director