

MINUTES OF MEETING
Invermere Public Library Board
May 7, 2019

Present: Daneve McAffer Karl Conway Jim Jenkinson Greg Anderson JD Jeffery Jane Herman Nicole Pawlak (Library Director)

Regrets: Stevie Irons

Minutes recorded by N. Pawlak

1. CALL TO ORDER

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

2. ADDITIONS TO AGENDA/ADOPTION OF THE AGENDA

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

CARRIED

3. APPROVAL OF THE MINUTES

M/S Jenkinson/Conway to approve the minutes of the April 4, 2019 meeting of the board.

CARRIED

4. FINANCIAL REPORT

M/S Anderson/Herman to receive and file the financial report for March 2019. CARRIED

N. Pawlak circulated the Statement of Financial Information (SOFI) for 2018 for review and, upon approval, for submission to the province as part of the library's annual reporting commitments.

M/S Jenkinson/Jeffery to approve the 2018 Statement of Financial Information for the Invermere Public Library.

CARRIED

5. LIBRARY DIRECTOR'S REPORT

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

- The library has hired Blair McFarlane in the position of Library Assistant-Community Outreach. The wages for this position will be subsidized for the first year through the Columbia Basin Trust's Internship grant program.
- Nicole attended the spring meeting for the Library Director's Advisory Group (LDAG) with the Kootenay Library Federation (KLF) which was held in Rossland in April. Daneve attended the KLF board meeting and AGM the following day, also in Rossland.

- Chris Luke Sr. presented his latest book called “Yaqaan Nukiy-Their History, Culture, and Traditions” to a crowd of more than a dozen people on Wed., April 17.
- The library will be starting up with Saturday Story Time again for the first Saturday in May. This has been possible with the addition of the new Library Assistant as well as the upcoming work term with the co-op student from UBC iSchool.
- Staff will also be hosting two drop-in STEAM sessions each week for the month of May. Wednesdays for older children (Gr. 4-7) and Fridays for younger children (K-Gr. 3)

6. COMMITTEE REPORTS

- Labour/Management Committee:** Nothing to report
- Planning and Policy Development Committee:** The committee has not met since the last meeting.
- BCLTA:** D. McAffer will be attending the BCLTA meeting and AGM in Vancouver in May as a representative for the KLF. J. Jenkinson and J.D. Jeffery attended the TOPS session held by the BCLTA in Cranbrook on April 27th. They were both very impressed with the information presented and with the presenter Babs Kelly and agreed that it was worth attending.
- Community Relations and Resources Development Committee:** The committee met on May 6th to discuss upcoming meetings with the members of the RDEK’s Community Services Committee who sets the annual grant for the library grants in aid. Minutes from the meeting were circulated at the board meeting. The committee will be preparing a report a presenting it to the elected officials in the early fall.
- Multi-Use Operations C:** G. Anderson informed the board that the user group workshop has been post-poned. The process will start first with a user survey and then the next steps will be determined after the survey results are reviewed. He also reported that a sidewalk is going to be installed along the side of the driveway that goes down into the main parking lot as well as sidewalk in front of the upper level parking stalls.
- Kootenay Library Federation:**
 - D. McAffer reported that the KLF was able to fill all of the spots on the Executive Committee at the AGM meeting in Rossland.
 - The full KLF member group reviewed the draft of the strategic plan which will now go back to the committee to finalize the plan for adoption.
 - D. McAffer will be meeting with the trustee from Grand Forks during the BCLTA meeting to discuss options for advocacy for increasing provincial library funding through the KLF.
- Friends of the Library Report:** The Friends of the Library met on Wed., May 1st. The BIG Book Sale will be held on Saturday, July 13 and they are actively seeking donations of books. The FOL executive committee will remain the same. D. McAffer will be attending the Friends meetings as the library representative and will not require N. Pawlak to attend each meeting as it is often a stretch of her time to be there.

OLD BUSINESS

NONE

NEW BUSINESS

7. Columbia Basin Trust (CBT) Community Technology Grant Expression of Interest

N. Pawlak provided the board with an overview of the technology grant program and the goals of the CBT in initiating this funding process. They are working to establish community technology hubs that are accessible to the public at large. The Invermere Library was directly approached by CBT staff and encouraged to submit an expression of interest. If accepted, the proposal will move to a second stage that requires more specific budgeting and financial commitments. If funded, the CBT will pay for up to 70% of the expenses and the library would need to pay the additional 30%. N. Pawlak submitted the expression of interest, which was due by May 6, and will inform the board on the progress of the project.

8. Adding fines to interlibrary loans that are not picked up

N. Pawlak informed the board of an issue that has been growing with patrons requesting books through interlibrary loans and then not coming to pick them up. There is a cost associated with bringing in these loans including staff time for processing and the cost of postage. Staff is researching policies of other libraries and what fines they charge for books that are ordered that are not picked up.

9. New photocopier lease and increased services

N. Pawlak has been working out the details of a new lease agreement with a different company. The new copier would come with the ability for patrons to use debit to pay for the pages they print as well as a cash box to deposit their payment into before the print. Manually tracking this at the circ desk has become cumbersome for staff as many patrons complain that the pages didn't print as they thought they would and expect that they shouldn't pay for these copies. People have also been leaving mistakes at the back of the library and not paying for them, which ends up costing the library. The new system will have an increase in the monthly cost but it will free up staff time to focus on other work and will help to eliminate the mistake prints that patrons are not paying for.

10. Change of date for June board meeting

N. Pawlak requested a change for the next board meeting to accommodate her attendance at her daughter's university convocation. The next board meeting will be held on Monday, June 3rd at 4:30 PM.

11. Close the library for staff meeting

N. Pawlak requested permission to close the library from 11:30-2:00 PM on Friday, May 10 to accommodate for a staff meeting. The board of trustees agreed to this closure.

Moved by J. Herman to adjourn the meeting at 8:43 PM.

Next meeting date: Monday, June 3, 2019 at 4:30 PM

Presiding member:

Library Board Chair

Recording secretary:

Library Director