

**MINUTES OF MEETING**  
**Invermere Public Library Board**  
**June 5<sup>th</sup>, 2018**

**Present:** Karl Conway      Helen Kipp      J.D. Jeffery      Daneve McAffer      Jane Herman  
                 Al Miller              Nicole Pawlak (Library Director)

**Regrets:** Mary Bagan

**Guest:** Doug Clovechok, MLA

**Minutes recorded by N. Pawlak**

**1. CALL TO ORDER**

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

**2. GUEST:**

Doug Clovechok, MLA representing Columbia River-Revelstoke was invited to speak at the board meeting. He provided an update of the work that he has been doing in Victoria and reported on the progress of various projects. He was provided with an update about the Invermere Public Library and the recent achievements that library has made over the past two years. Mr. Clovechok affirmed his support for public libraries and said he will plan to bring up funding for BC libraries as a discussion point in the legislature.

**3. ADDITIONS TO AGENDA/ADOPTION OF THE AGENDA**

**M/S Herman/Conway to adopt the agenda as circulated.**

**CARRIED**

**4. APPROVAL OF THE MINUTES**

**M/S Kipp/Herman to approve the minutes of the May 1<sup>st</sup>, 2018 meeting as circulated.**

**CARRIED**

**5. CORRESPONDENCE**

H. Kipp reported that the upcoming BCLTA bulletin will have a focus on community engagement. She asked N. Pawlak to forward information to the BCLTA about the library's recent celebration of 55 years and extended opening hours.

**6. LIBRARY DIRECTOR'S REPORT**

N. Pawlak provided highlights for the library during the months of May which included:

- N. Pawlak attended a workshop that was held in partnership with the EKCCRR and Akisqnuq First Nation. Topics included the history of the Ktunaxa, their residential school experience, and ways to ensure that programming such as that offered at the library is inclusive.
- Three new public access computers were installed last week and one of the older computers was kept as well, expanding the public computer access stations to four. In addition, one of

the staff computers was replaced and a laptop was purchased to support the library's STEAM programming as well as the 3D printer.

- The library applied to BC Hydro for a grant for \$1500 to add additional resources to the STEAM programming and the grant was approved. This will allow for the purchase of more technology such as Ozobots.
- SITKA has migrated to a web-based application for the library's patron database. New features include the ability to email patrons their check-out receipt and to calculate a total cost savings for the books that patrons check out which is the amount someone would have paid if they had bought those books instead.
- Both summer students are now working at the library and putting plans together for Summer Reading Club. There will be a weekly activities for two age groups (K-Gr. 3 and Gr. 4-7) plus weekly preschool story time on Thursdays and pop-up story times on Fridays. Two special guests will also make an appearance: Andy the Musical Scientist is here on July 19 and Sprinkles the Clown is here on Aug. 9.
- In May, staff attended an open house at Windermere Elementary school. Staff also participated in the Wings Over the Rockies Children's Festival with a very popular Teddy Bear Picnic. As well, there was a book signing with local author Brandon Csokonay.
- Coming up for June, staff will be participating in the Wildsafe Bear Aware Day with a story booth, author Sean Arthur Joyce will be here for a book reading and signing, CVCF will set-up their Vital Signs Survey café in the library, and three drop-in afternoons of STEAM for Maker Week are planned for June 20-22.

## **7. FINANCIAL REPORTS**

**M/S Conway/Kipp to receive and file the financial reports presented for April 2018. CARRIED**

## **8. COMMITTEE REPORTS**

### **a. Labour/Management Committee:**

- i. Succession planning report: A report was circulated to the trustees based on the review that was conducted by N. Pawlak and D. McAffer in regards to the library's readiness for succession and included recommendations for a couple of items that need some action.

b. **Planning and Policy Development Committee:** The committee will be meeting on June 18<sup>th</sup> to review Policy 15.

c. **Community Relations and Resources Development Committee:** Everyone at the table was pleased with the meeting with Doug Clovechok at the start of the meeting. Thank you to H. Kipp for arranging his visit and to the committee for organizing a report for him.

d. **Multiuse Facility Operations Committee:** The committee met with DOI council and has come to an agreement and the recommendations have been adopted by council to form an Operations Committee. Request for applications to be appointed to the committee will start soon. The positions will be representative of different skill sets, demographics, user groups, etc. and there will be approximately eight people appointed.

e. **BCLTA:** D. McAffer tabled her report about her trip to the BCLTA conference.

f. **Kootenay Library Federation:** The KLF spring conference will be held on June 8<sup>th</sup> and June 9<sup>th</sup> in Trail, BC. D. McAffer will be in attendance. The governance reorganization proposal to reduce the board from 20 members to seven members will be discussed.

- g. **Friends Of The Library Report:** Preparations for the BIG Book Sale are in full swing. The Friends received new shelves from K. Conway which have really helped with the sorting process. The book sale will be held on July 14.

**OLD BUSINESS**

**9. STRATEGIC PLANNING SESSION**

**M/S Kipp/Herman to assign the strategic plan to be for four years, 2018-2021. CARRIED**

**M/S Conway/Miller to accept the Invermere Public Library Strategic Plan 2018-2021 as presented.**

**CARRIED**

**10. LIBRARY DIRECTOR ANNUAL REVIEW**

D. McAffer reviewed the evaluation for N. Pawlak that was conducted in March 2018. She requested trustees submit any feedback to her about the evaluation by the end of June. An in-camera session will be held at the July meeting to discuss feedback.

**NEW BUSINESS**

None

**The next board meeting will be held at the library on Tuesday, July 3<sup>rd</sup>, at 7:00 PM in the mezzanine.**

**Moved by H. Kipp to adjourn the regular meeting at 8:55 PM.**

**CARRIED**

**Presiding member:**

**Recording secretary:**

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**Library Board Chair**

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**Library Director**