

MINUTES OF MEETING
Invermere Public Library Board
July 4th, 2017

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

Minutes recorded by N. Pawlak

1. CALL TO ORDER

K. Conway called the meeting to order at 7:00 PM.

2. ADDITIONS TO AGENDA/ADOPTION OF THE AGENDA

M/S Herman/Bagan to adopt the agenda as circulated.

CARRIED

3. APPROVAL OF THE MINUTES

M/S Herman/McAffer to approve the minutes of the June 6th, 2017 meeting as circulated.

CARRIED

4. CORRESPONDENCE

- H. Kipp reviewed highlights of the most recent BCLTA e-bulletin.

5. LIBRARY DIRECTOR'S REPORT

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

- The order for the furnishings for the new library was finalized with JM&C on June 16th. The sales rep will be providing an expected shipping date shortly.
- The funding from UBC iSchool for a summer co-op student has been a significant advantage for summer programming. This grant has allowed for the expansion of summer programs for kids to include the older age groups from Gr.5-12. The programs for the summer will include Wild Ideas (Gr.5-8), Wild Writer's Squad (Gr.9-12), preschool story time, Walk on the Wild Side Summer Reading Club (Gr. 1-5) as well as pop-up story times and a performance from SRC magician Leif David on July 18th.
- Staff has also organized summer reading challenges for kids, tweens, teens, and adults. Adults are invited to complete the Canada Challenge BINGO and read their way to some great prizes.
- Baby Rhyme Time was very well attended during its first session. Parent feedback was all very positive and included lots of wishes for the program to run again in the fall. Staff observed that beyond learning new songs to sing with their babies, there were many new friendships created over the six weeks of the program and parents made arrangements to continue to meet up over the summer.
- Staff attended Fun Day at EMP on June 28th and spread the word about SRC.

6. FINANCIAL REPORTS

M/S Herman/Bagan to receive and file the financial reports presented for May 2017. CARRIED

7. LABOUR/MANAGEMENT COMMITTEE

The committee will provide their report during an in-camera session at the end of the meeting.

8. PLANNING AND POLICY DEVELOPMENT COMMITTEE

The committee will meet on July 6th at 4:30 PM.

9. COMMUNITY RELATIONS AND DEVELOPMENT COMMITTEE

The committee will arrange to meet in June to discuss strategies related to increasing the annual operating grants received from local government.

10. FUNDRAISING WORKING GROUP

K. Conway reported that plans for the donor open house and facility tour are being finalized for the evening of July 22nd.

11. MULTIUSE FACILITY OPERATIONS COMMITTEE

The committee has submitted a response to the terms of reference with some suggested revisions back to the DOI council for their review and approval.

12. KOOTENAY LIBRARY FEDERATION

The posting for a new director is still open.

13. FRIENDS OF THE LIBRARY REPORT

The Friends met on June 27th to review final details for the BIG Book Sale. There are 38 volunteers available for Saturday, July 15th and help is still needed for the set-up on Friday, July 14th. The Sneak Peek Book Sale that was held on June 10th raised just over \$700.

OLD BUSINESS

14. DISPOSITION OF OLD LIBRARY FIXTURES

N. Pawlak presented an inventory of the current shelving in the library. This shelving was purchased as a bulk purchase from the Okanagan Regional Library in 2002 for \$7,800. Some of the shelving was not needed and was sold once the library has put together everything that it required. The board of trustees agreed that listing the shelving for sale at \$50/bay is a fair price for the shelving.

The other furnishings in the library will be sold by staff as individual pieces with set prices. None of this furniture has a value of more than \$500/piece so the library director will dispose of it based on the terms outlined in the library's disposition policy.

NEW BUSINESS

15. NEW FACILITY TOUR

H. Kipp polled the trustees to see if anyone would be attending the donor event on July 22nd and if anyone was available to be in the library space to answer questions and provide information. K. Conway, H., Kipp, A. Miller, and D. McAffer confirmed that they would be at the event. N. Pawlak will be in attendance in the new library space to offer information.

16. CLOSURE OF THE LIBRARY FOR MOVE

The trustees asked what the needs will be for closed days in order to move in to the new facility. N. Pawlak was still waiting to hear back about the date for the delivery of the new furnishings. Once this date has been set, there will be a better idea of when the move will likely take place. The estimate is three to five days of having the library closed in order to get all of the books and supplies moved over as well as to get the communication services transferred (internet, phone lines, wifi, etc.) and up and running.

The date for the next was left to be decided. A possible special meeting may be held on Aug. 15th if necessary to discuss the logistics of the library move.

The meeting in September is scheduled for Tuesday, Sept. 5th, 7:00 PM.

Moved by H. Kipp to adjourn the regular meeting at 8:05 PM.

CARRIED

Presiding member:

Recording secretary:

Library Board Chair

Library Director