

MINUTES OF MEETING
Invermere Public Library Board
Sept. 6th, 2018

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

Minutes recorded by N. Pawlak

1. CALL TO ORDER

D. McAffer called the meeting to order at 7:04 PM.

2. ADDITIONS TO AGENDA/ADOPTION OF THE AGENDA

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

CARRIED

3. APPROVAL OF THE MINUTES

M/S Bagan/Conway to approve the minutes of the July 3rd, 2018 meeting.

CARRIED

4. CORRESPONDENCE

None to report.

5. LIBRARY DIRECTOR'S REPORT

N. Pawlak provided highlights for the library during the months of July and August which included:

- N. Pawlak reported that Summer Reading Club was a great success for 2018. Jenna and Blair coordinated programming throughout the summer that included a weekly book club for Gr. 4-7, weekly pop-up story times in parks around the valley, and weekly programming for kids in K-Gr. 3. There were almost 150 reading logs signed out and 52 of them were completely filled which totaled 637 hours of reading. Additional hours were logged as well in the logs that were partially filled.
- There were three special performances over the summer. Andy the Musical Scientist drew a crowd of over 200 children and grown-ups; Sprinkles the Clown performed a puppet show during preschool story time for a group of 54 parents and kids, and Mike Smith was at the library for a Musical Story Time with an audience of 40 parents and kids.
- The two BINGO Summer Reading Challenges were also popular. In total, 17 adults signed up for the fun and completed 29 lines on the card while eight teens took home BINGO cards and completed 17 lines. Three names were drawn from each challenge and the winners received gift cards.
- Outreach events this summer included entering a float into the Canada Day parade along with a booth at the Mountain Mosaic Children's Festival; booths at both the Lake Windermere Splashdown event and at the Invermere Music Festival; eight pop-up story

times that rotated through playgrounds around Invermere as well as twice in Canal Flats and once in Windermere.

- Typical Week statistics were collected during one week in August. These stats will be collected again in October for comparison of activity at the library. The stats collected were as follows:

Aug. 20-25	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TOTAL
In-Person Visits	131	102	152	157	76	104	722
Use of computers	7	11	14	12	3	3	50
Wi-Fi Users*	8	4	9	6	2	3	32
Reference Questions	54	35	22	19	6	17	153
Tourism Questions	3	1	2	3	2	2	13
Photocopy/Fax/Scan	6	6	8	17	5	4	46

*Wi-Fi was somewhat hard to track for exact usage because the password for the network is posted around the facility. It is likely much higher use than these numbers indicate.

- The library will be partnering with CBAL, Windermere Valley in September to host Baby Goose. The program will run at the library on Monday mornings. CBAL will also be using the mezzanine on Friday mornings for their iPad workshop which runs for seven weeks.
- The library's book club continues to run once each month. September's read is "The Tea Girl of Hummingbird Lane" and October will be "Indian Horse" by Richard Wagamese. There will be two meeting times in October to choose from to accommodate for people who cannot make a Friday afternoon discussion.
- Other upcoming events in September include a Walking Workshop with Patti Acheson and participating in the Windermere Elementary School Carnival, and the Breastfeeding Mama's will be using the mezzanine on Sept. 29th for the annual Breastfeeding Challenge.

6. FINANCIAL REPORTS

**M/S Bagan/Herman to receive and file the financial reports presented for June and July 2018.
CARRIED**

7. COMMITTEE REPORTS

- Labour/Management Committee:** nothing to report
- Planning and Policy Development Committee:**
 - The committee met twice over the summer to review and revise several policies. The revisions were circulated to the trustees prior to the meeting. After discussion of the proposed revisions, the following motions were made:
 - M/S Conway/Herman to accept the revisions as circulated for Policy 2:
Library Board Code of Ethics. CARRIED**

- 2. **M/S Jeffery/Kipp to accept the revisions as circulated for Policy 6: Professional Development.** **CARRIED**
 - 3. **M/S Conway/Bagan to accept the revisions as circulated for Policy 8: Computer Use and Internet Access** **CARRIED**
 - 4. **M/S Conway/Herman to accept the revisions as circulated with amendments to formatting for Policy 15: Step Discipline** **CARRIED**
- c. **Community Relations and Resources Development Committee:** nothing to report
 - d. **Multiuse Facility Operations Committee:** nothing to report
 - e. **BCLTA:** H. Kipp reported that the submission sent in for the Invermere Public Library was part of the July 12 bulletin; this bulletin also did a profile on Mari Martin, Director of the Libraries Branch with the Ministry of Education
 - f. **Kootenay Library Federation:**
 - i. D. McAffer reported that Mari Martin attended the May meeting of the KLF Board in Trail. As well, the KLF governance format has been selected. The format will include representation from a small, medium, and large sized library from both the East and West Kootenay. The new KLF seven-member executive is very active and Daneve is the Vice Chair.
 - ii. Upcoming is the Library Director's Advisory Group meeting on Friday, Oct. 12th in Invermere and the KLF Board meeting will be on Saturday, Oct. 13th, in Radium. The new governance model will be presented at the Saturday meeting. All are welcome to attend.
 - iii. A priority of the KLF Executive is to advocate to the Ministry of Education for an increase in funding for libraries
 - g. **Friends of the Library Report:** H. Kipp reported that the Friends discussed the successes of the BIG Book Sale in the new location. Highlights were the spacious, bright, and air-conditioned setting. The event was a very successful fundraiser once again. The Friends have allocated \$9,000 to the library and \$1,000 to the endowment fund that is held with the Columbia Valley Community Foundation. The final total raised at the 2018 sale was \$10,613.23.

OLD BUSINESS

8. STRATEGIC PLANNING SESSION

N. Pawlak has uploaded the new strategic plan from 2018-2021 to the library website.

NEW BUSINESS

9. TRUSTEE INTENTIONS

As part of the strategic plan, trustees whose appointments are due to expire at the end of the calendar year discuss with the board if they plan to apply again to be a trustee for another term. The District of Invermere terms will be completed on Dec. 31, 2018. H. Kipp and M. Bagan are the current trustees who were appointed by the DOI council. Both H. Kipp and M. Bagan reported to the rest of the board of trustees that they do not intend to apply for another term as a trustee.

N. Pawlak will advise the DOI that there will be two trustee vacancies to represent Invermere for 2019-2020 and arrange for the DOI to begin advertising for applicants. Trustees are also encouraged to network with the community to find possible applicants for the vacancies.

Moved by J. Herman to adjourn the regular meeting at 8:30 PM.

CARRIED

Next meeting date: Tuesday, October 2nd, 2018 at 7:00 PM

Presiding member:

Recording secretary:

Library Board Chair

Library Director