

**MINUTES OF MEETING
Invermere Public Library Board
September 3, 2019**

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

Regrets: Jane Herman

Minutes recorded by N. Pawlak

1. CALL TO ORDER

D. McAffer called the meeting to order at 6:56 PM.

2. ADDITIONS TO AGENDA/ADOPTION OF THE AGENDA

M/S Anderson/Irons to adopt the agenda as circulated.

CARRIED

3. APPROVAL OF THE MINUTES

M/S Jenkinson/Jeffery to approve the minutes of the July 2, 2019 meeting of the board.

CARRIED

4. FINANCIAL REPORT

M/S Conway/Anderson to receive and file the financial reports for June and July 2019. CARRIED

N. Pawlak and S. Irons will develop a draft budget for the 2020 fiscal year to be reviewed and discussed at the October board meeting.

5. LIBRARY DIRECTOR'S REPORT

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

- The summer was a very busy and exciting one. There were many programs and events held at the library and for a range of age groups and interests. This included two travelling exhibits from Royal BC Museum, a science program delivered by students from UBC-O, and a puppet show from Pico's Puppet Palace all of these coordinated by the KLF. There were also two Summer Reading Club programs each week, plus story times three times each week including pop up story times around the Valley, and attendance at community events including movie in the park.
- Library staff provided programming in Canal Flats this summer for six of the eight weeks, including joining the CBAL staff with their STEAM programming. When in Canal Flats, staff also provided residents the opportunity to exchange books. Staff is making plans to continue to offer programming in Canal Flats in the fall.
- The library's co-op student, Rhiannon Wallace, from UBC iSchool finished her position at the end of August. This was the third and final year of this grant funding through UBC.

Rhiannon created some great summer programming and really connected with the Gr.4-7 age group with her weekly STEAM programming. She worked alongside Blair with support from Jasmine to provide a variety of activities for kids throughout the summer.

- The library conducted its annual Typical Week Survey. There are numbers collected in several categories that the province asks libraries to count. A quick look at the data collected shows that many of the categories increased over the same time last year, particularly in-person visits which had a jump from 747 visits in 2018 to 1,027 visits in 2019. These numbers certainly reflect the busy atmosphere that the staff noticed over July and August.

6. COMMITTEE REPORTS

- Labour/Management Committee:** Nothing to report.
- Planning and Policy Development Committee:** Nothing to report.
- BCLTA:** J. Jenkinson highlighted that news from the BCLTA summer newsletter about the overwhelming response from municipalities who sent 106 recommendations related to \$20 million by 2020 initiative for the UBCM meetings. Both the DOI and Canal Flats councils submitted resolutions. Jenkinson also reported that he was invited to be a facilitator for the BCLTA's TOP (Trustee Orientation Program). Congratulations Jim!
- Community Relations and Resources Development Committee:**
 - D. McAffer reported that she and N. Pawlak will be attending the Village of Canal Flats council meeting on Sept. 9th to present a library update to council.
 - D. McAffer reported that she is finalizing a meeting date to meet with the directors from the RDEK for Areas F and G to provide them with a library update ahead of the RDEK budget process for 2020.
- Multi-Use Operations Committee:**
 - G. Anderson reported that the DOI's events coordinator will be moving into the room on the lower level of the CVCC for her office.
 - The IT contractor is going to review connections at CVCC and initiating more infrastructure as required.
 - CVCC user survey results showed positive overall.
 - DOI Council has requested a meeting with the Minister of Education to discuss library funding at the upcoming UBCM; other Columbia Valley municipalities have been invited to join in on the meeting.
- Kootenay Library Federation:** The next meetings for the LDAG and KLF are scheduled for Oct. 18 and 19 in Fernie. The KLF Governance committee will be reviewing policies prior to the board meeting and the KLF strategic plan will come forward at the board meeting for final adoption.
- Friends of the Library Report:**
 - The BIG Book Sale raised \$11,443. Another small increase over last year's amount.
 - The Friends AGM will be held on Sept. 4th at 4:00 PM in the mezzanine at the library.

OLD BUSINESS

7. Columbia Basin Trust (CBT) Community Technology Hub grant update

N. Pawlak reported that the second phase of the Technology Hub grant application has been submitted. CBT staff will now review the proposal which includes details of what will be purchased and installed if the grant is approved.

NEW BUSINESS

8. Trustee intentions for RDEK appointment terms ending in December 2019

Each year, the trustees whose terms are set to expire at the end of the year express their intentions of whether or not they intend to apply for appointment for another term on the library board. This is in accordance with the library’s strategic plan so that trustee recruitment can take place if there are several spots to fill. This year, the RDEK and Canal Flats representatives have terms coming to an end. At the meeting, K. Conway, J. Jeffery, and D. McAffer expressed their intention to apply for another two-year term. J. Herman was not present at the September meeting to express her intentions.

Moved by Anderson/Irons to adjourn the meeting to an in-camera session at 7:55 PM.

Moved by Jenkinson/Irons to adjourn the in-camera session at 8:15 PM.

In-Camera Session Highlights:

- Library Director N. Pawlak announced that she will be moving away from Invermere. She will continue to perform her duties that can be done from a remote location until a replacement has been hired. She will attend the October and November board meetings in person as well as December, if required.
- A hiring committee was appointed. D. McAffer, G. Anderson, and S. Irons will meet next week to develop a job posting and begin the search for a new Library Director.

Moved by J. Jenkinson to adjourn the regular board meeting at 8:17 PM.

Next meeting date: Tuesday, October 1, 2019 at 7:00 PM

Presiding member:

Recording secretary:

Library Board Chair

Library Director