

**MINUTES OF MEETING
Invermere Public Library Board
November 5, 2019**

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

Regrets: JD Jeffery

Minutes recorded by N. Pawlak

1. CALL TO ORDER

D. McAffer called the meeting to order at 7:00 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 Anderson/Conway to approve the minutes of the Oct. 1, 2019 meeting of the board. CARRIED

4. FINANCIAL REPORT

M/S Jenkinson/Anderson to receive and file the financial report September 2019. CARRIED

M/S Herman/Jenkinson to adopt the budget for the 2020 fiscal year for the Invermere Public Library. CARRIED

5. LIBRARY DIRECTOR'S REPORT

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

- The library conducted two separate weeks of collecting statistics for the annual Typical Week survey as required by the province. Statistics were collected for one week in August and one week in October. The amounts between the two weeks were averaged and will be submitted to the ministry. Every category had increased numbers in 2019 in comparison to 2018 such as in-person visits which were reported as 745 in 2018 and 833 for 2019. These numbers will be multiplied by 50 to give an estimated average of each statistic for the full year.
- Library staff finished up the activities that were a part of the CBT Community Initiatives grant for the Library Adventure Kits. Staff hosted two outreach workshops in Canal Flats and Edgewater to introduce families to the geocaching kits.
- Monthly visits will continue this school year to Martin Morigeau Elementary School in Canal Flats. Staff will also be organizing to meet with community members after the school visit to do a general library book exchange.

- The library hosted the book launch for valley local Hiram Cody Tegart called “Mountain Man-the Life of a Guide Outfitter” on Saturday, Oct. 19th and there were 45+ people who attended the event which was very well received.
- There will be a technology volunteer from CBAL, Windermere Valley at the library once each week beginning November 19 to provide people with assistance using their Apple products such as iPad, iPhone or Mac.

6. COMMITTEE REPORTS

- i. **Labour/Management Committee:** Nothing to report.
- ii. **Planning and Policy Development Committee:** Nothing to report.
- iii. **BCLTA:**
 - i. The BCLTA’s TOP facilitators had a facilitation training session in October.
 - ii. BCLTA is exploring a new program that would work with board chairs and library directors that will focus on building relationships between the board and director. N. Pawlak suggested that the BCLTA may want to connect with an organization that represents library directors such as ABCPLD to ensure the program is balanced between the two groups.
 - iii. The BCLTA Board met with the Deputy Minister of Education, Scott McDonald to discuss the governance of libraries.
- iv. **Community Relations and Resources Development Committee:** Nothing to report.
- v. **Multi-Use Operations Committee:** Nothing to report.
- vi. **Kootenay Library Federation:**
 - i. The fall meetings for the LDAG and KLF took place on Oct. 18 and 19 in Fernie. D. McAffer was in attendance. The KLF strategic plan was finalized during the meetings and guest speaker Bob Johnstone gave a presentation on how to effectively implement a strategic plan. Governance to Strategic Plan to Work Plan.
 - ii. Additional work that came out of the KLF meeting included the establishment of a committee to develop a key statement for the KLF based on the feedback that was collected from the participants at the meeting.
 - iii. The Governance committee will be developing policy that will address the expenses related to KLF board members attending meetings and ensure that these costs are kept to a minimum.
 - iv. KLF spring meeting is being planned for March with the location TBD.
- vii. **Friends of the Library Report:**
 - i. The Friends AGM Silent Auction will run from Nov. 23-Dec. 11 and the Christmas book sale will be Dec. 6 & 7 in the library mezzanine.

OLD BUSINESS

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

N. Pawlak reported that she has received a copy of the funding agreement for the technology hub. The funds will be directed through the District of Invermere as the library’s sponsoring agency. The Fairmont Lion’s donated \$1500 towards the technology hub expenses. To date, there has not been any news from the other organizations who were approached for donations.

NEW BUSINESS

8. Christmas Holiday Hours

M/S Jenkinson/Anderson that the library observe the following hours over the Christmas holidays: Dec. 24-open 10 AM-3 PM; Dec. 25-Dec. 29-CLOSED; Dec. 30-open 10 AM-5 PM; Dec. 31-open 10 AM-3 PM; Jan. 1: CLOSED; Jan. 2-Jan. 4-open 10 AM-5 PM. CARRIED

9. Hospice Tree of Lights

D. McAffer provided the board with information about the hospice Tree of Lights that will be situated on the patio in front of the library for the Christmas season. The official ceremony will take place on Nov. 29th from 6:15-8:30 PM. D. McAffer asked if the library's mezzanine could be made available for refreshments after the ceremony. Because the library will be closed at this time, the library board said that the Hospice Society could use the mezzanine but would have to arrange for access to the space through the DOI.

M/S Anderson/Conway to adjourn the regular board meeting to an in-camera session at 8:00 PM.

M/S Anderson/Herman to adjourn the in-camera session at 8:20 PM.

Highlights of in-camera session:

- Hiring committee provided the trustees with an update of the job competition for the library director job posting. Progress had included the screening of the applications that were received, conducting telephone interviews to successful candidates, and now to the third stage of offering in-person interviews. Candidates will be attending interviews in mid-November.
- Outgoing library director N. Pawlak will provide an orientation to the new library director once they begin in the position.
- D. McAffer and G. Anderson thanked S. Irons for the incredible job that she has done up to this point to develop the hiring process and screen the candidates for interviews. She is also working with N. Pawlak to develop the questions and criteria for the in-person interviews. She has dedicated many volunteer hours to the endeavor and her time is very appreciated.

Next meeting date: Tuesday, December 3rd, 2019 at 7:00 PM

Presiding member:

Recording secretary:

Library Board Chair

Library Director