

**MINUTES OF MEETING**  
**Invermere Public Library Board**  
**Dec. 4<sup>th</sup>, 2018**

**Present:** Daneve McAffer Karl Conway Mary Bagan Jane Herman Helen Kipp  
Nicole Pawlak (Library Director)

**Regrets:** J.D. Jeffery Greg Anderson

**Minutes recorded by N. Pawlak**

**1. CALL TO ORDER**

D. McAffer called the meeting to order at 6:51 PM.

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

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

**CARRIED**

**3. APPROVAL OF THE MINUTES**

**M/S Bagan/Conway to approve the minutes of the Nov. 14<sup>th</sup>, 2018 meeting.**

**CARRIED**

**4. CORRESPONDENCE**

- H. Kipp reported that the BCLTA will be launching their new logo in 2019 and the Trustee Orientation Program (TOP) will also launch its refreshed content in 2019.

**5. LIBRARY DIRECTOR'S REPORT**

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

- Two library staff participated in a very informative afternoon workshop with a librarian from the Courthouse Libraries BC. She came to the library and reviewed several online resources including Click Law with the staff.
- The library has received a donation from Culligan Water/Beachcomber Hot Tubs/Flaman Fitness in Cranbrook to sponsor a Winter Reading Challenge for kids. Every time a child (aged 0-18 years) visits the library, they can enter the monthly draw for a gift card. There will be three draws in December, January, and February as well as a grand prize draw on the first day of spring.
- November was "Food for Fines" month and the library collected two boxes of food to donate to the Columbia Valley Food Bank.
- Programming was very busy in the month of November and well attended. The adult Christmas Craft Night was a full house with 23 crafters on hand and everyone went home with several creations.
- Local author Maureen Thorpe is finalizing preparations for her book launch at the library on December 5<sup>th</sup>, 2018. Her evening will have a medieval theme to tie into the setting of her first novel, "Tangle In Time".

- Local author Smokii Sumac will be launching his debut collection of poetry at the library on Thursday, Jan. 10<sup>th</sup> at 6:00 PM. Smokii grew up in Invermere and now lives in Ontario but will be coming home for the launch.
- Other upcoming events for December include Seniors Tea on Dec. 13, a Christmas themed Craft Connections for Adults on Dec. 14, “Novel Idea” book club meetings on Dec. 15 and Dec. 19, and Crafternoons over the holidays on Jan., 2, 3, and 4 from 1:00-3:00 PM.

## 6. FINANCIAL REPORTS

**M/S Conway/Herman to receive and file the financial reports presented for October 2018.**

**CARRIED**

- N. Pawlak circulated a summary of expenses that have been paid from the library’s operating account in 2018 that were coded as “New Building Expenses”. As such, the funds for these items should be debited from the funds held in the New Library account.

**M/S Bagan/Herman to transfer the sum of \$8,030.61 from the “Fundraising for New Library” account to the “Library Chequing Account” to cover expenses related to improvements for the new building incurred in 2018.**

**CARRIED**

## 7. COMMITTEE REPORTS

- a. **Labour/Management Committee:** The committee met on Friday, November 23<sup>rd</sup> to prepare for the meeting with CUPE Local 5139. The committee then met on Monday, Dec. 3 with representatives from the union to begin the process of bargaining for a new collective agreement.
- b. **Planning and Policy Development Committee:** The committee met on November 26<sup>th</sup>, 2018 to review three policies. Proposed revisions to policies 4, 10, and 12 will be circulated for the board to review at the January meeting.
- c. **Community Relations and Resources Development Committee:**  
H. Kipp reported that the committee has not met since the last board meeting but did request that the committee’s report from Oct. 23<sup>rd</sup> be shared with the new trustees once they have been appointed.
- d. **Multiuse Facility Operations Committee:** The installation of the retractable seating has been completed. The District of Invermere is still searching for volunteers to form the committee and will advertise again in the New Year.
- e. **BCLTA:** see above in correspondence for update.
- f. **Kootenay Library Federation:**
  - D. McAffer reported that the governance committee had a virtual meeting using Zoom. The committee had submitted a letter of agreement to the province but, after being reviewed at the ministry level, they have been advised that they will need to add some items back into the letter before it can be approved.
  - The development of the strategic plan is moving forward and the committee is planning to meet in person in Cranbrook in February. As part of the planning process, all trustees from KLF member libraries will be receiving a questionnaire to provide their input and feedback to the committee.

- The KLF is trying to shift its annual inaugural meeting to April each year instead of March.

**g. Friends of the Library Report:**

H. Kipp reported that the Friends collected \$1,135 at the Christmas Book Sale. The final total was slightly less than 2017 by \$50 but the Friends reported that they sold more books than last year. The Silent Auction will continue through until 2:00 PM on December 8<sup>th</sup>.

**OLD BUSINESS**

**NONE**

**NEW BUSINESS**

**M/S Kipp/Herman to adjourn regular meeting to an in-camera session at 7:29 PM.**

**M/S Conway/Bagan to adjourn in-camera session at 8:15 PM.**

Summary of in-camera session:

- The Labour/Management Committee reported to the trustees the details that were discussed during the bargaining meeting with CUPE Local 5139 that was held on Dec. 3, 2018.
- The library board of trustees provided direction to the Labour/Management Committee for moving forward with the negotiations.
- The Labour/Management Committee will report back to the board with any further developments in the negotiation process and may request a special meeting of the board be held to provide further direction for and possible resolution of the bargaining process.

**Moved by J. Herman to adjourn the meeting at 8:15 PM.**

Closing remarks: D. McAffer thanked Helen Kipp and Mary Bagan for their two terms of service as trustees. She noted in particular their energy and dedication for seeing the library through its move into the new facility as well as the time they each invested into their committee work. D. McAffer ended with how much they will both be missed around the library board table.

**Next meeting date: Monday, January 7<sup>th</sup>, 2019 at 7:00 PM**

**Presiding member:**

**Recording secretary:**

---

**Library Board Chair**

---

**Library Director**