

## MINUTES OF MEETING

### Invermere Public Library Board

Jan. 6<sup>th</sup>, 2015

Present: Norm Funnell Gerriann Donahue Tom Symington Helen Kipp  
Justin Atterbury Nicole Pawlak (Library Director)

Regrets: Mary Bagan Daneve McAffer

Staff: None

Guests: Chris Prosser

Minutes recorded by N. Pawlak

#### 1. CALL TO ORDER

The Acting Chairperson N. Funnell called the meeting to order at 7:03 PM. Meeting was turned over to N. Pawlak for the election of the officers.

#### 2. WELCOME TO NEW MEMBERS

N. Funnell welcomed new members to the board. Helen Kipp and Mary Bagan have been appointed to represent the District of Invermere (DOI), Justin Atterbury will be the council representative for the DOI, and Daneve McAffer has been appointed as the RDEK's representative for the Village of Canal Flats.

At the December meeting, it was still unknown whether G. Anderson would be continuing as the DOI representative on the board. N. Funnell extended a thank-you to G. Anderson on behalf of the board for his service and his contributions to the board during his three years. His efforts on many projects including the negotiation of the first CUPE Collective Agreement were greatly appreciated.

#### 3. BOARD APPOINTMENTS

G. Donahue nominated N. Funnell for the position of Board Chair, seconded by T. Symington. There were no further nominations. N. Funnell accepted the nomination. **Acclaimed**

(N. Funnell resumed the chair for the balance of the elections.)

G. Donahue nominated T. Symington for the position of Vice-Chair. There were no further nominations. T. Symington accepted the nomination. **Acclaimed**

G. Donahue nominated J. Atterbury for the position of Treasurer. There were no further nominations. J. Atterbury accepted the nomination. **Acclaimed**

#### **4. ADDITIONS TO AGENDA/ADOPTION OF THE AGENDA**

N. Pawlak requested that the presentation from C. Prosser on in-camera meetings be moved up in the agenda to come before the standing reports.

**M/S Symington/Atterbury to adopt the agenda as amended.**

**CARRIED**

#### **5. APPROVAL OF MINUTES**

**M/S Symington/Donahue to approve the minutes of the Dec. 2<sup>nd</sup>, 2014 meeting.**

**CARRIED**

#### **6. In-camera meetings**

C. Prosser, Chief Administrative Officer for the DOI provided the board with information about in-camera meetings. He explained that these sessions are held for one of three reasons: to discuss either land, labour, or law. When an in-camera meeting is called, there should be an agenda, meeting minutes, and an outcome as these meetings are almost always held in order for a decision to be made. Boards should strive to provide public disclosure of the decision as soon as possible after the meeting. The board can invite guests to their in-camera meetings. As much as possible, library business should be carried out in a public forum to ensure transparency.

In-camera meeting minutes should include summary information about the decision that is being made, the motion for either the decision or the direction is recorded along with who moved and who seconded, and the outcome of the vote on the motion. The minutes can be filed in a separate binder from regular meeting minutes and should be stored in a secure location such as a locking, fire-proof filing cabinet or safe. Access to the minutes should be controlled, usually by the Library Director as secretary of the board. Requests can be made to the director to view the minutes.

C. Prosser advised the board that any communication between board members in regards to library business are public information in accordance with the Freedom of Information and Privacy Act. This includes email communication, even when board members are using personal emails, texting, etc. Discussion about items that were presented in-camera should only be discussed within a closed session and not discussed via email or other electronic form after the meeting. If necessary, an additional in-camera session should be scheduled for further discussion.

C. Prosser recommended the board review documents such as the Local Government Act and the Community Charter and follow their guidelines for in-camera meetings and conducting library board business. He also provided everyone with a copy of "Open Meetings: Best Practices Guide for Local Governments: from the office of the Ombudsperson.

#### **7. LIBRARY ORIENTATION**

N. Funnell explained to the new trustees that as the governing body for the library, the board has two main functions: to ensure the financial stability of the library and to advocate for the library.

He referred the new trustees to review the chart in the BCLTA's Effective Board Member Handbook that lists the responsibilities of the board and the library director.

N. Funnell highlighted two of the main areas that he senses the library board will be dealing with in 2015. The first is the negotiations for the collective agreement as the current one that is in place expires on Dec. 31, 2015. The second will be preparing for the referendum in 2016 if it is approved by the RDEK or else investigating options for other sources to fund a new facility.

New board members will be asked to sit on some of the board's committees. A description of each committee and its work will be provided during the meeting with each report.

The February board meeting will be held at the library. New board members will be invited to arrive at 6:15 to be provided with a library tour and an orientation on items such as the library's website, PowerPoint presentation, and other items that will assist in their work. Returning board members are also invited to attend. The library meetings are currently held on the first Tuesday of each month at 7:00 PM.

## REPORTS

8. **Librarian Director's Report** (N. Pawlak – Library Director) The report was circulated to board members at the meeting. Highlights included:

- Each year, the library receives the interest that has accrued from the \$25,000 that was put in trust with the District of Invermere by Major Bell in 1981. This year's amount is \$539.76.
- Fairmont Hot Springs Resort and the Columbia Valley Pioneer are partnering to host a Charity Ski Day on March 7<sup>th</sup>. The library has been selected as the recipient for all of the proceeds that are generated from the sale of lift tickets that day (\$9.99 each) and tubing (\$5 each). Lift tickets will also include access to the hot springs après ski. The library will set up a display that day and will run several story times throughout the day in the lodge.
- There were several special events held in December that included an adult Christmas craft night and ugly sweater party, a senior's tea with guest singers from Sunshine Preschool, and a special Christmas afternoon for children in Kindergarten-Gr. 4 and members of Y.A.C. volunteered during the event. The taxi provided transportation for the seniors to and from the library. The process of using the taxi was okay but has a few details to be figured out. CBAL's Baby Goose program began meeting at the library on Friday mornings.
- Volunteers are still needed for the Community Volunteer Income Tax Program. A press release was submitted to the paper calling for volunteers who are required to register by Jan. 31, 2015.
- The Friends of the Library's Silent Auction raised \$2,200. Thank-you to the Friends for all of your work on the event. Your efforts are greatly appreciated.
- Thursday Story Time will begin on Jan. 8<sup>th</sup>, 2015 at 10:30 AM. Saturday Story Time will also continue at 11:00 AM.
- Other upcoming events include a book domino challenge that Y.A.C. will attempt and a LEGO club will begin in January and will run on the last Thursday of each month.

## **9. Financial Report**

The monthly financial report for November 2014 was circulated via email for review by trustees.

**M/S Symington/Donahue to receive and file the financial reports as presented.**

**CARRIED**

## **10. Labour/Management Committee**

The committee has not met since the last board meeting.

Three of the four job descriptions for staff have been completed and the fourth is in progress. This committee is made up of one trustee and the Library Director. The trustee seat on this committee is open.

## **11. Planning and Policy Development Committee**

The committee has not met since the last board meeting.

This committee has two to three trustees and the library director. T. Symington will stay on this committee. One to two trustee seats are open on this committee.

## **12. Community Relations & Resource Development (CRRD) Committee**

The committee has not met since the last board meeting.

D. McDonald submitted a letter on Nov. 26<sup>th</sup>, 2014 to the Regional District of East Kootenay formally requesting consideration for a referendum to raise \$1.4 million to build a new library be on the RDEK's work plan in 2016.

This committee has three to four trustees and the library director. T. Symington and G. Donahue will continue on this committee. One to two trustee seats are open on this committee.

## **13. FROG Advisory Committee**

The committee met and after reviewing their terms of reference, the position of committee chair was assigned to J. Atterbury. At the next meeting, each of the user groups have been asked to present a detailed list of their funding needs for the new facility.

This is the fundraising sub-group associated with the Multi-Use Facility. The library has one non-voting seat on this committee. G. Donahue currently represents the library on this committee.

## **14. Multi-Use Facility Advisory Committee**

The committee has not met since the last board meeting.

The library has one non-voting seat on this committee. T. Symington currently represents the library on this committee.

**15. Kootenay Library Federation (KLF) Report**

Nothing to report.

N. Funnell currently represents the library on the Kootenay Library Federation board. An alternate for this position is required.

**16. Other Committees:**

- Friends of the Library Liaison: T. Symington
- BC Libraries Trustee Association (BCLTA) Liaison: N. Funnell

**OLD BUSINESS**

**17. Board Liability Insurance**

N. Pawlak reported that the application for board insurance has been submitted and is waiting for a quote from the company.

**NEW BUSINESS**

**18. Meeting Dates**

Meeting dates will remain on the first Tuesday of each month unless otherwise decided.

**19. Signing Authority**

**M/S Kipp/Funnell that signing authority for the Invermere Public Library, including the library's KSCU chequing account and MasterCard account, be assigned to Thomas Symington, Justin Atterbury, Norm Funnell, Gerriann Donahue, Nicole Pawlak, and Karen Cote.**

**And further moved that**

**signing authority that was assigned to Greg Anderson, Stephanie Irons, Brenda Danyluk, and Diana McDonald is now withdrawn.**

**CARRIED**

**M/S Symington/Donahue to adjourn meeting.**

**Meeting adjourned at 9:28 PM.**

Next meeting will be Tuesday, Feb. 3<sup>rd</sup>, 7:00 PM at the Invermere Public Library.

**Presiding member:**

**Recording secretary:**

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**Library Board Chair**

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**Library Director**