

Please circulate the link to any contacts you may have so that we can collect as much input as possible, particularly from people who may not be regular library users.

- Library programming has been busy once again. The two new story times that have been added have been successful. The eReader workshop was well attended and drew people to the library who are not regular library users. All attendees went home with an eBook downloaded. Lego Adventure Club was popular and there were boys in Gr. 5-7 that registered which was good to see. The Seniors Tea bus schedule has changed slightly moving the bus pick-up to 2:30, every second Wednesday. Upcoming events include the start of the six week Lego Club for children in K-Gr. 4 and Easter Egg decorating on April 16th.

5. Financial Report

S. Irons reported that she met with the DOI's Director of Finance on March 26th, 2014. The trustees will be provided with the financial reports a few days in advance of the board meetings for review. If there are any questions or concerns about the reports, questions can be emailed to the treasurer ahead of time so that there is time to prepare an answer for the meeting. Financial reports that are presented at the monthly board meetings will be a month behind because the board meetings are too close to the start of the month.

S. Irons followed up on a question in regards to a specific listing of donations and how they are allocated. N. Pawlak explained that when donations are received at the library, they are deposited into the corresponding account such as Donations-Adopt A Book, Donations-Unallocated, etc. The amounts received into each of these G/L accounts is listed on the detailed Revenue/Expenditure report which can be made available upon request. C. Prosser, Chief Administrative Officer for the DOI, cautioned the board of trustees about getting too caught up in the finite details of the financial reports and suggested that they focus on the bigger financial picture.

OLD BUSINESS

6. Board Succession-status of trustee appointments

N. Pawlak reported that the service agreement is still being worked on. C. Prosser will report about the agreement more in depth further in the agenda. RDEK trustee appointments are on hold until the service agreement has been finalized. It is still hoped that the agreement will be in place and the trustee appointments made at the RDEK's meeting in May.

7. Committee Appointments – KLF Representative, Expressions of Interest

D. McDonald stated that until the full board has been appointed, it is difficult to make committee appointments but it holds up the business of the board. The KLF representative would be asked to be a liaison for information between the KLF and library board. In particular, the Kootenay Library Federation meeting is coming up on May 3rd and a representative from the Invermere Library should be in attendance. B. Danyluk has attended the previous two KLF meetings, in-person in Oct. 2013 and via teleconference in March 2014 but is unable to attend the May meeting. Norm Funnell

expressed an interest in attending the meeting on behalf of the Invermere Library and requested details about the meeting timing.

Other committees that require appointments include:

- **BCLTA Liaison**
- **Friends of the Library Liaison**
- **Personnel Committee**
- **Planning and Policy Development Committee** which is finalizing the policy manual review with standardizing the terms used throughout the document and changing the composition of the Labour/Management committee to include one trustee, the library director, and one CUPE staff member as well as the Health & Safety Committee which does not require a trustee representative.
- **Community Relations and Resource Development Committee**
- **Labour/Management Committee**

G. Anderson agreed to remain on the Labour/Management Committee with N. Pawlak so that work can continue in this area while the trustee appointments are finalized.

8. Signing Authority

M/S Irons/Anderson that the Library Director be granted signing authority on the library accounts.

Discussion confirmed that there will always still be two signatures required.

CARRIED

M/S Irons/Anderson that the District of Invermere Director of Finance provide the Library Director with the log-in information to access the library accounts via online access to the banking for review purposes only.

CARRIED

9. Strategic Planning

N. Pawlak reported work has begun to collect community input and feedback. Community organizations will be contacted this month to collect information about their organizational priorities and goals for consideration in setting goals for the library. The sessions will take place on May 23rd and May 24th, 2014.

Suggested that a Friends of Library representative be invited to a portion of the session as well as other key organizations to provide input.

D. McDonald requested that the trustees advocate on behalf of the library board to collect information via the online survey and be in touch with their contacts in the community so that the

feedback that is collected is far reaching. The survey will be available online until May 9th. There is also a paper copy of the survey available in the library and a digital copy can be emailed upon request.

NEW BUSINESS

10. Funding-First Nations

S. Irons requested feedback from the trustees in regards to her presentation at the March meeting and whether the board would like to move forward with approaching the Shuswap and Akisqnuq Bands for funding.

G. Anderson suggested contacting the library director in Creston to see what has happened in that region for developing a relationship between the library and the Lower Kootenay Band and what type of funding has been established and how it was done.

Action on this item has been tabled until May when trustee appointments have been finalized and N. Pawlak has had the opportunity to speak with the Creston Library.

11. Library Operating Hours – changes due to statutory holidays

S. Irons reviewed the option of changing operating hours during the weeks of a statutory holiday when it falls on a Monday that was previously presented for reducing the operating budget for 2014. Because it entails a change to the operating hours, it requires board approval.

M/S Irons/Anderson that, for the remainder of 2014, when a statutory holiday falls on a Monday, that the statutory holiday closure will be moved to the next open day of the library. For the remainder of 2014, the closure dates will be April 22nd, May 20th, Aug. 5th, Sept. 2nd, and Oct. 14th.

Discussion: S. Irons confirmed that the staff is in agreement for the proposed change to this policy and that the staff has made a conscience decision that they would rather have the time for the stat day rather than the money. Under current operations, the library is already closed on a Monday so staff work their regular work week and are paid for an additional day of work to recognize the stat holiday that fell on their regular day of rest. By moving the stat closure to the Tuesday, staff will receive stat pay for the Tuesday and work the rest of the work week as usual. This will apply on five days in the remainder of 2014, April 21st, May 19th, Aug. 4th, Sept. 1st, and Oct. 13th and will result in a savings in the wages budget for the library. This would only be for 2014 and will need to be reviewed again for 2015 and beyond.

CARRIED

12. Financial Roles and Responsibilities

S. Irons initiated a discussion in regards to the financial roles and responsibilities of the library trustees, the library director, and the DOI finance department.

- a) **Trustees** – A chart was provided from the BCLTA Handbook that breaks down the roles and responsibilities of the trustees and the library director. S. Irons discussed the chart, focusing on the financial roles and responsibilities of trustees which include securing adequate funding to carry out the library’s programs and services, approving and presenting the annual budget to council, ensure an audit of finance is done which, in this case is completed by the DOI auditors, and provide funds for facilities and equipment.

- b) **Library Director** – N. Pawlak discussed the library director’s financial role as outlined in the BCLTA chart. Preparing regular financial reports is partially completed as a part of the bookkeeping services provided by the DOI Finance department. Their software generates automatic reports based on the accounts payable/receivable, transaction G/L coding and other information that the director provides them with. An annual budget is prepared by the library director in the fall of each year in consultation with the board, primarily the treasurer, and then brought to the board as a whole for approval. The library director also implements and monitors the budget on a day to day basis. The library director is also responsible for managing the library facilities and equipment.

- c) **District of Invermere** – C. Prosser explained that the DOI Finance Department stepped in when the former accountant was going to be charging for services which in the past had been provided pro bono. With the complexities of applying the collective agreement as well as other facets such as the employee benefits package, it made sense for the DOI to become the provider of the accounting services because of the payroll similarities between the DOI staff and the library staff. The DOI’s role is to provide the basic accounting services of managing payroll, preparing cheques for accounts payable, and producing monthly financial reports and balance sheets. The DOI is not involved in the library’s budget process nor do they provide financial advice as part of their bookkeeping role. These services are in-kind services provided to the library by the DOI. The DOI employees are not there to question the decisions made by the library staff and trustees but to take direction from the library and implement the requests that are made.

G. Donahue inquired about the budgeting process at the library that sees the use of reserve funds at the start of the fiscal year until annual operating grants are received. C. Prosser stated that, in his opinion, the library’s reserve fund is in good standing and at an adequate level. He also stated that the practice of previous boards to set aside surplus funds into a building reserve fund is not the role of the library board or how library funding should be used. Library funds should be used to purchase shelving, books, equipment, run programs, employ staff, etc. and reserve funds are in place to cover library expenses when core funding has not been received.

13. RDEK Service Agreement – Chris Prosser

C. Prosser provided the library board with an overview of the service agreement process and an update of its current status. In the past, the DOI has written the service agreement and presented it to the RDEK. However, the process has changed this time around and staff from the RDEK

presented staff at the DOI and the library with a draft of the agreement for feedback by Mar. 28th, 2014. This feedback was provided and staff are now waiting to hear back from the RDEK staff for any changes that have been made to the draft agreement. Some questions that C. Prosser raised was in the length of the term that has been increased to 10 years and that, because the agreement stipulates that library service be provided to Village of Radium residents, that the agreement that the Village of Radium has been presented with includes the same stipulation for District of Invermere residents. To this point, the Radium Library has not had a service agreement in place with the RDEK. C. Prosser has requested to see a copy of the Radium Library agreement prior to finalizing the Invermere Library agreement. There is also some confusion as to who should be entering into the library services agreement, whether it is the library board, the District of Invermere, or a combination of both entities, on which C. Prosser has also requested clarification. The library board will receive a copy of the revised service agreement to review before the agreement is finalized. It will still need to be approved by the DOI council and the RDEK board of directors. Once those approvals are in place, the RDEK representatives to the library board will be finalized.

14. KLF Board meeting – Brenda Danyluk

B. Danyluk attended the KLF board meeting via teleconference on March 26th, 2014. She noted that their use of the terms unallocated reserves and retained earnings may be something to consider to make the Invermere Library's budget and finances more understandable. Minutes from the meeting were circulated to the board members.

Next meeting: Tuesday, May 6th, 2014 7:00 PM.

M/S Anderson/Irons to adjourn meeting to an in-camera session.

CARRIED

Meeting adjourned at 3:12 PM.