

**MINUTES OF MEETING**  
**Invermere Public Library Board**  
**June 7, 2016**

Present: Helen Kipp Mary Bagan Karl Conway Daneve McAffer (by phone)  
Nicole Pawlak (Library Director)

Regrets: Justin Atterbury

Minutes recorded by N. Pawlak

**1. CALL TO ORDER**

H. Kipp called the meeting to order at 7:02 PM.

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

Discussion to enhance relations between the library and Friends of the Library added to the agenda.

**M/S Conway/Bagan to adopt the agenda as amended. CARRIED**

**3. APPROVAL OF THE MINUTES**

**M/S Conway/Kipp to approve the minutes of the May 3<sup>rd</sup>, 2016 meeting.**

**CARRIED**

**4. Correspondence**

H. Kipp reported on the information she received from the BCLTA for an upcoming survey on governance.

**REPORTS**

**5. Library Director's Report (N. Pawlak – Library Director)**

- Plans are underway to implement a book drop service in Edgewater, similar to how the one in Canal Flats has been running. Staff has connected with the volunteer who organizes the reading room in Edgewater about locating a holds pick up shelf inside the reading room and for installing a 24 hour book return box at the post office building.
- There have been four bookshelves and three chairs purchased to date for the new library fundraiser. Most recently, the Lake Windermere Rod & Gun Club purchased a shelf and encouraged other service clubs to consider doing the same.
- One application has been received by the RDEK for an Area F representative. It is anticipated that this person will be appointed as a trustee at the June 11<sup>th</sup> RDEK meeting. The seat for Area G still remains vacant.
- The library has seen a marked increase in requests for exam invigilation. With many more people doing online and distance learning, they require an approved location to write their exams. The library is able to provide this service to them, free of charge.
- Library staff will host the first pop-up story time at the mini book sale on June 11<sup>th</sup>.

- The library is organizing an old fashioned Block Party for Wednesday, June 22<sup>nd</sup>. This will be a fun family evening with live music and carnival games and is to thank the community for their support in getting the library included in the new facility.
- Summer programming will include Thursday morning story time, Thursday afternoon Summer Reading Club, an Adult Summer Reading Club, and Friday morning pop-up story times. All information about the summer programs will be made available on the library's website and Facebook page.
- The library will be entering a float once again in the Canada Day Parade and will also have a booth at the Mountain Mosaic Children's Festival on July 1<sup>st</sup>.

## **6. Financial Report**

**M/S McAffer/Bagan to receive and file financial reports for April 2016**

**CARRIED**

## **7. Labour/Management Committee**

The committee has not met since the last library board meeting.

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

The committee has not met since the last board meeting.

## **9. Community Relations and Development Committee**

The committee had nothing to report.

## **10. Fundraising Working Group**

The FWG will have a booth at Farmer's Markets once again this summer. Volunteers will be signing up for two hour shifts. The Friends of the Invermere Library have applied for the 50/50 license this year that will be sold at the FWG booth.

## **11. Multi-Use Advisory Committee**

The committee has not met since the last board meeting. There may be a meeting scheduled for the end of June.

## **12. Kootenay Library Federation**

D. McAffer reported that the KLF is in the final stages of hiring a replacement for Joanne Richards, Executive Director for the KLF. They hope to have the hiring finalized by the middle of June.

## **13. Friends of the Library Report**

The Friends last met on May 18<sup>th</sup>. They will be attending Mountain Mosaic Children's Festival and will have rock painting as their activity again this year. The Friends are organizing a Sneak Peek Book Sale for June 11<sup>th</sup> at Frater Landing. The BIG Book Sale will be held on Saturday, July 16<sup>th</sup>.

H. Kipp will contact the Friends to see if there is a convenient time for the executive to meet with representatives from the library board. The purpose of the meeting will be to discuss the roles of each organization and to enhance relations between the Friends, the board, and the library.

**14. BCLTA Conference Report**

H. Kipp attended the BCLTA conference in Vancouver at the end of April. She circulated a report via email to the board of trustees. She encouraged other trustees to consider attending the event next year.

**OLD BUSINESS**

None

**NEW BUSINESS**

**15. Fall Social**

The tentative date of Sunday, Oct. 2<sup>nd</sup>, 2016 was selected as an afternoon social for library staff and trustees. The Conways have offered to host the event at their house.

**16. Recognition**

H. Kipp thanked J. Atterbury for his recent article in the local newspaper that provided details for the library's inclusion in the new facility.

**17. Allocation of funds for leasehold improvements**

The library board discussed the allocation of the funds required for the leasehold improvements for the new library. At this point in the time, the board felt it did not have enough information to make a formal motion.

**Meeting was adjourned at 8:38 PM.**

**Presiding member:**

**Recording secretary:**

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**Library Board Chair**

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**Library Director**