MINUTES OF MEETING
Invermere Public Library Board
July 7th, 2015

Present: Norm Funnell, Daneve McAffer, Helen Kipp, Gerriann Donahue, Mary Bagan, Tom Symington, Nicole Pawlak (Library Director)

Regrets: Justin Atterbury

Minutes recorded by N. Pawlak

1. CALL TO ORDER

Chairperson N. Funnell called the meeting to order at 7:03 PM.

2. ADDITIONS TO AGENDA/ADOPTION OF THE AGENDA

M/S McAffer/Bagan to adopt the agenda. CARRIED

3. APPROVAL OF MINUTES

M/S Donahue/Bagan to approve the minutes as amended. CARRIED

REPORTS

4. <u>Library Director's Report</u> (N. Pawlak – Library Director)

The report was circulated to board members at the meeting. Highlights included:

- The annual statistics report for 2014 was completed and submitted in June. Some of the statistics that will be listed in the 2014 date for Invermere are:

Statistic	2014	2013
Cardholder new registrations	341	349
BC OneCard new registrations	30	42
Total active cardholders year end	2,114	2,105
Circulation of all materials	41,071	40,237
Circulation of eBooks	5,661	4,412
Adult programming	97	69
Adult programming attendance	651	577
Children's programming	167	96
Children's program attendance	3,529	2,206
Library website visits	9,224	8,216

- The library's entry in the Canada Day Parade won first place for the third year in a row. Thank-you to Virginia and Bob Walker for all of the work they did to prepare the float. Staff also attended the Mountain Mosaic Children's Festival that followed the parade.
- Staff attended fun day events at three of the local elementary schools in June to promote the Summer Reading Club and provide an activity for the children. Participation was a great success.
- Senior's Tea is up and running again. The bus from Columbia Garden Village is bringing residents twice per month to the library.
- The first Summer Reading Club (SRC) day was held on Thurs., July 2nd and was attended by more than 20 children. Events will continue each Thursday through to Aug. 20th.
- As part of SRC, the library hosted "The Purple Pirate", this year's entertainer that is touring the KLF libraries. There was a crowd of 100 people at Columbia Garden Village, including residents from the facility, residents from Mount Nelson Place, and children and parents. Adults out-numbered children at the event with 46 children in attendance and 53 adults.
- The library has enrolled in a new e-service program called Zinio. It will provide access to over 250 e-magazines, including many popular titles. As well, patrons will have access to One Click Digital eBooks and IndieFlix, which provides access to over 6500 independent films. These three services will be accessible by patrons with their library card.
- Upcoming events include several pop-up story time events planned for Kinsmen Beach, Movie in the Mountains at Pot Hole Park, the beach in Canal Flats, and Edible Acres. As well, the Friends BIG Book Sale is this Saturday, July 11th. The library will also have a booth at the Agri-Fair on Sunday, July 26th.

5. <u>Financial Report</u>

The financial report for May 2015 was presented to the board for review.

M/S Donahue/Symington to receive and file the financial report for May 2015. CARRIED

6. <u>Labour/Management Committee</u>

The committee has not met since the last board meeting.

7. <u>Planning and Policy Development Committee</u>

The committee met on Monday, June 8th and prepared a job description for the Board Chairperson position. The job descriptions was circulated to the board for review.

M/S Symington/Bagan to adopt the Board Chairperson job descriptions as amended. CARRIED

8. <u>Community Relations & Resource Development (CRRD) Committee</u>

Annual report is currently being prepared and will be ready for circulation in September.

9. <u>FWG (Fundraising Working Group) Committee</u>

G. Donahue provided an update of the work of the committee.

- The committee is working on a business plan that will be asking for certain things from different groups.

- Representatives have been attending the markets in Radium, Invermere, and Fairmont with the facility model and selling 50/50 tickets for their fundraiser. There are several groups who will be doing some fundraising for certain portions of the building such as sound, curtains, etc. that are more specific to the needs of various user groups.

  Chris Prosser from the District of Invermere provided an update on the progress of planning and costing for the building as a whole. After the 50% costing comes in in mid-July, there may need to be additional changes made to the scope of the building. C. Prosser suggested that at this point, it is still premature to commit to financial numbers that will be required of the library to move into the library. At this point, at the CFAM table it was agreed to price the building as though the library will be going into it from a structural and loading perspective. There still needs to be a motion and a vote made at the DOI council table to finalize and formalize the library's inclusion. Building cost is still the largest barrier.

  C. Prosser recommended that the board make a motion that expresses the library board's interest in being in the facility and to also direct staff to work on the technical committee for the facility to continue moving towards inclusion in Phase 1. The trustees also took a look at the community hall model.

  M/S Donahue/Kipp that the Invermere Public Library Board of Trustees supports the initiative to include the library in phase one of the multi-use community facility. CARRIED

  A letter will be submitted to Mayor of Council to inform them of the motion. The Invermere Public Library Board of Trustees directed library staff to begin working with the municipality to begin the technical layout of the library space.

10. <u>Multi-Use Facility Advisory Committee</u>

The next stakeholder committee meeting will be on Friday, July 17th at 10:00 AM. There will also be an advisory committee meeting on Thursday, July 23rd from 2:00-4:00 PM where the figures for 50% costing of the project will be presented. Both meetings will be held at the DOI council chamber and both are open to the public to sit in the gallery to listen in.

11. <u>Kootenay Library Federation (KLF) Report</u>

There was nothing to report at this time.

OLD BUSINESS

12. <u>Trustee Orientation</u>

Trustee reports from the orientation will be included in the binder with the June 2015 minutes.

13. <u>Strategic plan quarterly review</u>

Several items were reviewed on the strategic plan action table.

- Ongoing items 1.1.1, 1.2.1, 1.2.2, 2.1.3, 2.1.5, 4.1.2 were reviewed and are still ongoing.

- Item 2.1.1: a presentation to District of Invermere Public Library council has been arranged for July 14th, 2015.
- Item 2.1.2: an annual request for funding for 2016 will be submitted as part of the RDEK budget process in November 2015.

NEW BUSINESS

14. <u>RDEK Vote/Multi-Use Facility</u>

N. Funnell asked if there had been anything new from the RDEK and the work plan request that came from the library for a referendum. C. Prosser has not heard if there were any changes made to the work plan to date. The trustees will do some follow-up with the area directors and with the DOI mayor to see if there were any changes made and to see what the status is of the request.

15. <u>Canal Flats</u>

There have been several people sign up for a library card using the registration cards and box that are now available in Canal Flats. Patrons have begun to use the drop box in Canal Flats to return their items and the first hold request for pick up in the village has just been processed. Other outreach activities include a plan for a pop-up story time this summer at the Canal Flats beach and some partnering in the fall with Martin Morigeau Elementary School.

16. <u>Trustee Sharing</u>

H. Kipp expressed an interest in receiving a copy of the acronym list that was distributed at the TOP session. H. Kipp also asked for clarification over the discouragement of establishing a regional library system. N. Pawlak explained the difference between a regional library system which involves two or more municipalities establishing an agreement with the regional district to provide library service versus a municipal library who provides services in outlying areas with service centers.

H. Kipp asked for clarification about the discussion around minute taking that took place at the June meeting. N. Pawlak explained that J. Richards from the KLF retracted her previous statement that she made indicating it was not permissible to use a digital recorder to record library board meetings. Because library board meetings are public meetings, all items discussed at the table are on the public record unless the item has been moved in-camera for discussion. The library board requested that the Policy Committee develop a policy for the practice of recording the meetings.

Next meeting will be Thursday, Sept. 10th, 7:00 PM at the District of Invermere Council Chambers.

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

Meeting adjourned at 9:25 PM.

Presiding member: **Recording secretary:**

_____ _____

Library Board Chair **Library Director**