

**MINUTES OF MEETING
Invermere Public Library Board
September 10th, 2015**

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

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 Donahue/Kipp to adopt the agenda.

CARRIED

3. APPROVAL OF MINUTES

M/S Atterbury/Donahue to approve the minutes as circulated.

CARRIED

REPORTS

4. Library Director's Report (N. Pawlak – Library Director)

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

- Summer Reading Club was very successful this year. Staff and participants were pleased with the format change to a “drop by” program rather than a “drop off”. There were 81 reading logs turned in over the eight weeks which accounts for approximately 972 hours of reading. A big thanks to Blair McFarlane for all of her programming work as well as Sidney Kwok for being an excellent assistant and Nathan Manhas who volunteered each week. Well done.
- There were five pop-up story times organized over the summer months: two at Kinsmen Beach, one at Movies in the Mountains, one at the beach in Canal Flats, and one at Edilbe Acres in Windermere. Staff was able to connect with families in the places where they were spending their summer days. Staff will continue to seek out other opportunities to pop-up.
- Data for the typical week survey was collected during August. A second week will be selected in October to compare the difference in the stats between the summer and fall. From the August data, the library had 600 people walk through the door in one week, an average of 120 people per day.
- The new services of Zinio (e-magazines), OneClick Digital (e-audiobooks), and IndieFlix (independent movie streaming) are now available to Invermere Public Library cardholders. There will be workshops hosted to promote the use of these new services.

- Programming update: Thursday story times were held throughout the summer and were well attended. Saturday story times will begin again on Oct. 3rd. Seniors Tea was also held throughout the summer.
- Upcoming events: Wildlife photographer Jim Lawrence will be at the library on Sat., Sept. 19th along with filmmaker Miriam Needoba to screen the film "Eyes in the Forest: The Portraiture of Jim Lawrence".

5. Financial Report

The financial report for June and July 2015 were presented to the board for review.

M/S Atterbury/Donahue to receive and file the financial report for June and July 2015.

CARRIED

6. Labour/Management Committee

The committee has not met since the last board meeting.

7. Planning and Policy Development Committee

Have not met since the last board meeting. The committee will arrange a meeting after the October board meeting.

8. Community Relations & Resource Development (CRRD) Committee

G. Donahue circulated the minutes from the committee meeting that was held on Sept. 9th, 2015 (see attached).

N. Pawlak circulated the draft of the annual report for 2014-15. It will be finalized and ready for circulation by next week.

T. Symington mentioned that the Friends of the Library AGM will be held on Wed., Sept. 16th, 4:30 pm at Columbia Garden Village.

9. FWG (Fundraising Working Group) Committee

The update for this committee will be discussed further in the agenda in item 12.

N. Funnell thanked J. Atterbury on behalf of the board of trustees for his commitment over the summer to keep the model of the multi-use facility on display throughout the summer. The opportunity to speak with people about the project and the library's inclusion in Phase One was very beneficial and lots of positive feedback was gathered from the public over the summer. The dedication of the other volunteers who were a part of the display team was also recognized including G. Donahue, Wendy Booth, and Alec Fleming along with the library trustees who were able to work at the display and the other community volunteers.

10. Multi-Use Facility Advisory Committee

T. Symington reported that at the meeting that was held on July 17th, the 50% costing for the building came in and was only slightly higher than the overall budget. The next costing will be for 80% and will be made available in November. The next advisory committee meeting is scheduled for Thurs., Sept. 17th.

N. Pawlak reported that there has been some preliminary design work done on the library space of the building. Revisions include the addition of an entrance door from the civic plaza directly into the library.

11. Kootenay Library Federation (KLF) Report

The Library Director's Advisory Group (LDAG) meeting will be held on Oct. 1st, 2015 in Castlegar. The KLF Board meeting will be held on Oct. 17th in Castlegar.

T. Symington mentioned the availability of free materials from BoardSource that are available from the BCLTA website.

OLD BUSINESS

None

NEW BUSINESS

12. Multi-Use Facility Update

There was some discussion about what processes will need to take place in order to finalize the inclusion of the library in Phase One. The library has been placed on the agenda of the DOI's Committee of the Whole meeting on Oct. 6th. This meeting will provide a chance for council and the library trustees to discuss more of the details of the project and to figure out what the next steps need to be. The library board will have to make some decisions in the coming months that will include a discussion of the allocation of the restricted funds to the cost of the new building, how much is to be allocated, and what the money is to be spent on.

In order to make these decisions, there was consensus at the table that the board is interested in being a partner in the construction of the new facility but there will need to be confirmation from the DOI council that the library is an official tenant of the new facility and more information about what costs the library will be responsible for before a firm commitment of funds can be made. This confirmation is also required in order for any fundraising for the library's new space to begin. There will also have to be a more detailed picture of what finishing costs the library will be responsible for.

The answers to these questions (and others) will become clearer as the planning for the building is finalized and actual pricing can be sought out when the project goes to tender in the spring of 2016.

The FWG Committee is gearing up to raise the \$1.4 million that will be required for the interior finishes of the building. There is planning underway to create two subcommittees: one that will focus on large scale funders and donors and another that will focus on holding fundraising events.

13. 2016 Budget

N. Pawlak and J. Atterbury will prepare a draft budget for 2016 to be presented at the library board meeting in October.

14. Outgoing Trustee Intentions

As part of the action table in the Strategic Plan, the trustees whose terms end in December 2015 are asked at the September board meeting each year if they intend to apply for another term on the library board. The terms for the four representatives who are appointed by the RDEK will end in December of 2015.

T. Symington and G. Donahue expressed their intentions to apply for another two year term on the library board as representatives of Area F. N. Funnell informed the board that he will not be applying for another term to represent Area G. D. McAffer stated that she would like to have a bit more time to consider reappointment to the board as the representative for Canal Flats and will report back at the October meeting.

15. Trustee Sharing

H. Kipp reminded everyone about the Friends of the Library AGM on Sept. 16th.

M. Bagan noted that she had spent some time over the previous week exploring the new Zinio (e-magazines) and OneClick Digital (e-audiobooks) services that are available to library patrons. IndieFlix (independent film streaming) is also available.

Next meeting will be Tuesday, Oct. 6th, 7:00 PM at the District of Invermere Council Chambers.

M/S Donahue/Bagan to adjourn meeting.

CARRIED

Meeting adjourned at 8:31 PM.

Presiding member:

Recording secretary:

Library Board Chair

Library Director