

**MINUTES OF MEETING
Invermere Public Library Board
December 5th, 2017**

Present: Mary Bagan Karl Conway Jane Herman Al Miller
JD Jeffery Daneve McAffer Nicole Pawlak (Library Director)

Regrets: Helen Kipp

Guests: Gerry Wilkie

Minutes recorded by N. Pawlak

1. CALL TO ORDER

K. Conway called the meeting to order at 7:00 PM.

2. ADDITIONS TO AGENDA/ADOPTION OF THE AGENDA

M/S Bagan/Conway to adopt the agenda as circulated.

CARRIED

3. APPROVAL OF THE MINUTES

M/S Bagan/Herman to approve the minutes of the November 7th, 2017 meeting as circulated.

CARRIED

4. CORRESPONDENCE

N. Pawlak reminded the board that the next BCLTA bulletin will include a submission from the Invermere Library. It should be emailed out soon.

5. LIBRARY DIRECTOR'S REPORT

N. Pawlak provided highlights for the library during the months of November which included:

- Stats for library usage continue to be up from the same time period in 2016. Circulation of library materials is up by 10% from Sept.-Nov. 2016 to Sept.-Nov. 2017. New library card registrations have more than doubled from this time period in 2016 to 2017. Based on this year's typical week statistics, the library sees an average of 110 people through the door each day.
- The first session of STEAM programming wrapped up at the end of November. New program sessions will begin in January. A 3D printer has been purchased with the funds from Panorama Foundation and staff will be incorporating its use into programming in the New Year as well.
- Other programming in November included a special PJ story time in French which was attended by four families; the library had a Santa's workshop display set-up during light-up festivities downtown; "Food for Fines" collected two boxes of food for the food bank—patrons loved the idea of paying their fines with a food bank donation.

- Events planned for December include the almost annual tradition of Adult Christmas Craft Night which will be on Dec. 6th and staff have planned a week of Crafternoons from Dec. 19-22 with a different drop-in craft each afternoon.
- The library will be closed from Dec. 23 to Dec. 27 inclusive for the Christmas break.

6. FINANCIAL REPORTS

M/S McAffer/Herman to receive and file the financial reports presented for October 2017.

CARRIED

M/S Bagan/McAffer to release the balance of funds held as "internally restricted" in the library accounts in the amount of \$48,806.04 into the library's chequing account as reconciliation for expenses paid from operating funds that were related to the new library.

CARRIED

M/S Herman/Bagan to transfer the amount of \$10,279.75 from the New Library Account to the library's chequing account as reconciliation for expenses paid from operating funds that were related to the new library.

CARRIED

7. LABOUR/MANAGEMENT COMMITTEE

The committee has not met since the last board meeting. They plan to meet in January to continue developing a succession plan.

8. PLANNING AND POLICY DEVELOPMENT COMMITTEE

N. Pawlak and D. McAffer attended the Columbia Valley Services Committee meeting at the Regional District of East Kootenay in Cranbrook on Thursday, November 30th. They presented to the committee to provide additional information for the request for an increase in operational funds for the library. They provided an outline of what the extended hours would look like if funding from the RDEK and the DOI are increased. The committee informed N. Pawlak and D. McAffer that there is currently a library requisition funding cap in place by bylaw so to increase funds would require a change in the bylaw. Wendy Booth followed up after the presentation to say that the request has been forwarded on to the budget process. A decision about the increase in operational funds will be made in the early spring of 2018.

9. COMMUNITY RELATIONS AND RESOURCES DEVELOPMENT COMMITTEE

The committee did not meet.

10. MULTIUSE FACILITY OPERATIONS COMMITTEE

A. Miller updated the work of the committee. The document that the group has prepared has been delivered to administration at the DOI for review. Further conversation about the committee recommendations will take place.

11. KOOTENAY LIBRARY FEDERATION

There was nothing to report from the KLF.

12. FRIENDS OF THE LIBRARY REPORT

D. McAffer reported:

- 'Twas the Book Sale Before Christmas raised approximately \$1100 in two days. The Friends are reviewing the success of the sale and may have additional signage in place if they do the sale again next year.
- The Friends will have their annual silent auction has been on display since Nov. 25th and will end on Dec. 9th at 2:00 PM.

OLD BUSINESS

13. CLOSURE OF IPL ON SATURDAYS/ HOLIDAY WEEK-ENDS

In 2017, the library was closed on the Saturday prior when a statutory holiday fell on a Monday. The board reviewed this practice and will continue with it for 2018.

NEW BUSINESS

13. ARRANGE MEETING WITH MLA DOUG CLOVECHOK

Representatives from the CRRD Committee will arrange to meet with Doug Clovechok during his office hours in January to discuss provincial library funding.

The next board meeting will be held at the library on Thursday, January 11th at 7:00 PM in the mezzanine.

Moved by D. McAffer to adjourn the regular meeting at 8:30 PM.

CARRIED

Presiding member:

Recording secretary:

Library Board Vice Chair

Library Director