



Minutes of the Regular Board Meeting of Creston Valley Public Library

Date: January 26, 2016

Present: Cherine Klassen, Annette Sawall, Eileen Delman, Linda Farynowski, Laura Hannant.
Regrets: Trish Marshall, Diane Blow, Justin Vance, Jen Comer, Karen Unruh.
Secretary: Aaron Francis

Call to order: 7:05pm

Agenda

Additions to Agenda: Nominations discussion.

Motion to adopt agenda. M/S Linda, Annette. Carried.

Approval of Minutes of November 24, 2015 meeting.

Motion to approve minutes. M/S Laura, Eileen. Carried.

Business Arising from Minutes

- None

Correspondence

- None

Librarian's Report

- Detailed librarian and statistics reports are distributed by email monthly to the Board and interested parties.

Committee Reports

Finance

- 2015 Finance report was presented. There is a small surplus indicated for 2015 due to larger than expected donations and conservative estimates on certain expenditures. There will be some adjustments following the annual financial review. The bookkeeper has provided the financial documents to the accountant for the review.

Policy

- No updates

Kootenay Library Federation

- Linda announced that Joanne Richards will be stepping down as Director of the KLF. Aaron is part of the hiring committee. The posting is expected to appear within days. Eileen requested that the posting be forwarded to Kootenay Employment Services.

Facilities Committee

- In hiatus pending new Strategic Plan.

Friends of the Library Committee

- The Friends did not meet in January. Aaron reported that the Friends had decided to move the Garden Party to the Lawrence Lavender Garden from Morris Greenhouse for 2016.

Fundraising Committee

- In hiatus pending new Strategic Plan.

Human Resources Committee

- No update.

Strategic Planning Committee

- Annette and Aaron provided an update of the Strategic Planning process. The Strategic Planning Committee met and agreed on a structure and most content of the new plan, but require more time to reflect and to fill in some gaps before presenting it to the board. A final draft is expected for the February meeting.

Motion to accept reports. M/S Eileen, Linda. Carried.

Old Business

1. RDCK Lease Update

A final version of the lease was received. As per discussions with Joe Chirico at RDCK, the term of the lease is extended by one year. The lease does not contain provisions for the two subleased areas of the building.

Motion to accept the terms of lease, and to present a letter to the RDCK noting that there that there is currently no agreement in place for the two subleased areas of the building and that the Board agreed to the lease agreement in good faith, with the expectation that negotiations towards agreements for the two areas will be undertaken in a timely manner and will include retroactivity to the start date of the main lease agreement. M/S Linda, Eileen. Carried.

2. RDCK Benefits Plan

Further details on the RDCK's benefit plan were received from Lindsay Gaschnitz. The plan is attractive from a cost/benefits perspective, but requires employees to have 25 hours/week as opposed to 20 in the current plan. As there are a number of current employees just under 20 hours, consensus among the board is that we will not explore this option further at this time.

3. Parking Lot

Two revised drafts of the proposed parking lot improvements were received from the engineer. The board discussed the pros and cons of each, preferring Option A. Aaron indicated that he would pass along their comments at the next consultation meeting.

4. Signage Update – On hold pending completion of parking lot improvements.

New Business

1. 2016 Preliminary Budget discussion

Aaron presented a preliminary budget for discussion. A number of projects aligned with the imminent strategic plan were presented for inclusion in the budget.

Motion to accept the budget for presentation to the RDCK at upcoming budget meetings.
M/S Linda, Laura. Carried.

2. PC Reservation & Print Management Software – Request for Friends
Aaron presented a proposal to install PC Reservation and Print Management Software for public workstations and recommended requesting \$3000 from the Friends of the Library to support the project. Research and testing of specific software is ongoing. Eileen indicated that KES had installed similar software that may be suitable for the library's needs. Board agreed to approach the Friends once final costs were determined.

Motion to request \$3000 from the Friends of the Library to support installation of PC Reservation and Print Management Software for public workstations once final costs are determined. M/S Eileen, Annette. Carried.

3. Nominations
Linda indicated that she would not be standing for another term. One other board member's term is expiring in 2016 (Diane). Once it is determined how many board spots are available, there will be discussion at February's meeting to prioritize board needs and determine a list of potential candidates.

Motion to adjourn – Linda

Meeting adjourned at 8:36pm.

Next meeting: Tuesday, February 23, 2016, 7:00pm.

Minutes recorded by Aaron Francis