

**Minutes of the Regular Board Meeting of Creston Valley Public Library**

Date: November 24, 2015

Present: Trish Marshall, Diane Blow, Eileen Delman, Justin Vance, Laura Hannant, Karen Unruh, Annette Sawall.

Regrets: Cherine Klassen, Jen Comer, Linda Farynowski.

Secretary: Aaron Francis

Call to order: 7:02pm

**Agenda**

**Motion to adopt agenda.** M/S Trish, Linda. Carried.

**Approval of Minutes** of October 27, 2015 meeting.

**Motion to approve minutes.** M/S Diane, Justin. 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.
- Aaron highlighted the 2014 BC library statistics presented in October's Librarian Report. The statistics provide a snapshot of challenges the library faces, as well as our many successes. Analysis of 2002-2014 statistics is also underway.

**Committee Reports**

**Finance**

- Finance report was presented. There were no questions.
- Aaron and Cherine met with Lauri at the Credit Union to merge term deposits and set up new term deposit for RDCK operating grant as per October 2014 decision. 3 Term deposits were established: Capital Reserves, New Building Funds, and Operating. Each are 5 year, redeemable, and guaranteed. Operating fund includes monthly transfers to chequing and will be reduced to zero in September 2016.
- Aaron requested a postponement of budget discussions until Strategic Plan is complete in early 2016. Until then, 2015 budget line amounts will be used. Board concurred with this approach.
- Aaron provided an update on Librarian and staff training through Royal Rhodes/BC Library Federations (presented here due to budget implications). KLF will reimburse 50% of the cost upon completion of the program. There are sufficient funds remaining in the staff budget to support training for Aaron and several staff members. Aaron and one staff member have registered and paid so far. Staff member has been reimbursed for 100% of the cost, and library will receive KLF reimbursement in 2016.

Motion to reimburse Aaron for 100% of training costs (\$1230) immediately. The library will receive KLF reimbursement funds in 2016. M/S Trish, Diane. Carried.

#### Policy

- No updates

#### Kootenay Library Federation

- Linda forwarded a report from Joanne Richards, KLF Director, on recent KLF activities, including author readings and training opportunities.

#### Facilities Committee

- In hiatus pending new Strategic Plan.

#### Friends of the Library Committee

- No news to report.

#### Fundraising Committee

- In hiatus pending new Strategic Plan.

#### Human Resources Committee

- Aaron informed the board that Teresa Fletcher had requested a 6 month leave of absence, which Aaron approved. Teresa's hours and responsibilities were redistributed among current staff. Aaron and Cherine presented a letter to the union requesting an amendment to the Team Leader "Nature of Duties" in the collective bargaining agreement to better reflect actual Team Leader role. The union requested more time to discuss the matter. Pat has been appointed temporary full-time Team Leader during Teresa's leave.

#### Strategic Planning Committee

- Aaron provided an update of the Strategic Planning process. Individual and community organization input initiatives are now complete. Business surveys will be distributed this week. Analysis of survey and statistical data is well underway. A meeting with elected representatives has been set for December 16. CBT Organization Assessment is complete and Aaron is reviewing the recommendations. Review of library transformation literature is underway. Staff/volunteer planning session is planned for mid-December. Strategic Planning Committee will meet in January to review all materials and prepare presentation to board at January meeting.

Motion to accept reports. M/S Laura, Trish. Carried.

#### Old Business

1. RDCK Lease Update  
No updates.

#### New Business

Discussion: Trish congratulated Aaron on a well-written article in the Advance on the ipads in the children's area. Several board members echoed the sentiment.

Motion to adjourn – Diane

Meeting adjourned at 8:01pm.

Next meeting: Tuesday, January 26, 2016, 7:00pm.

Minutes recorded by Aaron Francis