

Minutes of the Regular Board Meeting of Creston Valley Public Library

Date: April 10, 2018

Present: Joan Hedstrom, (chair), Justin Vance, Kim Garety, Laurie Riehl, Karen Unruh.
Regrets: Annette Smithson, Denne Ahlefeld, Philip Curran, Jen Comer.
Secretary: Aaron Francis

Call to order: 7:00pm

Agenda

Addition to agenda: TOPS training for board members

Motion to adopt amended agenda. M/S Karen/Laurie. Carried.

Approval of Minutes of January 30, 2018 meeting.

Motion to approve minutes. M/S Justin/Kim. Carried.

Business Arising from Minutes

- None

Correspondence

- Aaron presented a letter from Lindsay Gaschnitz, Human Resources Advisor at the RDCK, advising the library that the RDCK's benefits carrier did not approve the joining of the library group within the RDCK group with a separate experience. She indicated that she would continue discussions with the carrier on this matter and advise the library of any progress..

Librarian's Report

- A detailed librarian and statistics report is sent by email to the board and other interested parties prior to each board meeting.
- Joan complimented Aaron and the staff on the report and the library's accomplishments.

Committee Reports

Finance

- Aaron presented the March Finance Report. Revenue and expenses are on track. Karen asked about the advertising budget which is at 50% remaining. Aaron explained that we had stocked up on advertising-related supplies at the beginning of the year.
- Aaron reported that the requested funding increase from the RDCK was not approved. Actual funding amount for 2018 has not been provided despite multiple inquiries.
- Aaron reported that a Canon C3521i photocopier had been purchased and installed. From an initial quote of \$8465, the price was negotiated down to \$4000, which a CBT grant of \$4600 covered.
- Aaron and Joan met with Erin Carr to review the 2017 Financial Review. Due to the meeting room renovations and purchase of shelving, there was a deficit for the year of \$24,532, which was well within the initial budget forecast for 2017.

Labour Management

- No meetings were held.

Policy

- The Policy Committee has reviewed the policies contained in the Constitution, Public Policies, and Board Policy Manual, and recommends the following amendments:

Public policies

- Add following to 4.5 Donations of Books and Other Materials: “A tax receipt will be provided upon request for monetary donations of \$10 or more”.

Board Policy Manual

- P. 9 #5. Remove "committee reports" from list.
- P. 10 #5. Remove first bullet point “Post meeting assessments to follow each Board meeting”.

Third reading. Motion to amend policy as indicated above. M/S Laurie, Justin.

Adoption. Motion to adopt policy as indicated above. M/S Karen/Kim.

- Aaron presented amended draft staff policies covering Social Media, Tipping, Use of Library Outside Scheduled Work Hours, and Technology Use. Staff had the opportunity to comment on these drafts over the past month via the online Staff Forum. Please see attachment for full text of the draft policies.

First reading. Motion to approve policy as written. M/S Laurie, Kim.

Second reading. Motion to approve policy as written. M/S Karen/Justin.

Kootenay Library Federation

- Laurie reported that the KLF held their AGM and Inaugural meetings by teleconference in March. A new executive has been elected and a STEAM Day of Learning is planned for April.

Human Resources Committee

- Joan indicated a need to develop a template to be used for future Chief Librarian performance reviews. The committee will work on this over the coming year.

Strategic Planning Committee

- Aaron will present an update at the May meeting.

Negotiations Committee

- Bargaining was postponed at the union’s request to May 7-9. The committee will meet prior to the start of bargaining.

Volunteer and Staff Appreciation Committee

- No updates.

Friends of the Library Committee

- The Friends will hold their Spring Booksale on June 1-2.

Motion to accept reports. M/S Justin/Kim. Carried.

Old Business

- Update on sign
Aaron and Justin reviewed quotes from two suppliers. Aaron met with Aaron Lucke of Wynndel Electric to determine the feasibility of providing a dedicated circuit for the sign. Aaron indicated that it was feasible and would provide a quote.
- Board evaluation results – tabled until May meeting
- Board recruitment – updates at AGM to follow
- Advocacy/100-year anniversary celebration
Aaron presented a report highlighting the underfunding of the library, and the need for greater advocacy and awareness in the community and, in particular, for elected officials. Joan expressed her belief that the activities of the board over the next year or more should be more focussed on advocacy.
- Committee composition/review - tabled until May meeting

New Business

- Lease agreement with RDCK
Aaron provided background on the difficulty of negotiating a lease agreement on the areas of the library building subleased to the RDCK due to RDCK staff ignoring board requests to enter into negotiations. Aaron also highlighted the inappropriateness of the library continuing to subsidize third party services in the “server room”. Consensus was for Joan and Aaron to draft a letter to present to the Creston Valley Services Committee at the earliest opportunity to address this longstanding issue.
- TOPS Trustee Training
Training for library trustees will be offered in Creston on June 23 by the BC Library Trustees Association. Consensus among the board was that the library would support the registration costs for all trustees who wish to attend.

Motion to adjourn – Laurie/Justin
Meeting adjourned at 8:00pm.

Next meeting: May 29, 7:00pm at the library.
Minutes recorded by Aaron Francis

Policy Attachment

Draft Social Media Policy

1. Employees are reminded that online postings using personal accounts are not private, and may be subject to public scrutiny.
2. Providing accurate information to the public about library services and programs via personal or library-managed social media accounts is appreciated and valued.
3. Posts on library-managed social media platforms belong to Creston Valley Public Library exclusively and may be edited for accuracy or content.
4. When expressing an opinion online in which the library is specifically referred to, a disclaimer that the opinion expressed does not necessarily represent the perspective of Creston Valley Public Library ~~should~~ must be included.
5. Workplace privacy guidelines must be followed at all times.
6. The library's Bullying and Harassment in the Workplace guidelines extend to employees' online presence.
7. Employees ~~should~~ will not post information about the organization that they know to be false or that is designed to harm the library's reputation or that of its management or employees.
8. Online activities that contravene any aspect of this policy may be subject to disciplinary procedures in accordance with the Collective Bargaining Agreement.

Draft Tipping Policy

Tipping is not encouraged. Any gratuities received are to be added to the till as donations to the library.

Draft Use of Library Outside Scheduled Work Hours Policy

In general, outside of scheduled work hours, staff should act as patrons and limit use of the library's equipment and facilities accordingly. Library facilities may not be used by staff during non-open hours except by permission.

DRAFT Technology Use Policy

The following policies apply to library-owned technology and communication systems designated for staff use.



CRESTON VALLEY
PUBLIC LIBRARY

1. All technology provided for staff use by Creston Valley Public Library, including computer systems, communications networks, and information stored electronically, is the property of the library and not the employee. In general, use of the library's technology systems and electronic communications should be job-related and not for personal convenience.
2. Employees may at times find it useful to use their personal electronic devices when conducting library business. Employees may not use personal electronic devices during work hours (excluding breaks) except for conducting legitimate library business.
3. Employees may not use Creston Valley Public Library's Internet, e-mail or other electronic communications to transmit, retrieve or store any communications or other content of a defamatory, discriminatory, harassing or pornographic nature. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference may be transmitted. Harassment of any kind is prohibited.
4. E-mail and other electronic communications transmitted by equipment and communication systems designated for staff use are not private or confidential, and are the property of the library. Therefore, Creston Valley Public Library reserves the right to examine, monitor and regulate e-mail and other electronic communications, directories, files and all other content, including Internet use, transmitted by or stored in its technology systems.