

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

Date: October 22, 2019

Present: Joan Hedstrom, (chair), Denné Ahlefeld, Justin Vance, Laurie Riehl, Dallas Jordan, Kim Garety, Brenda Bruns, Joanna Wilson (Town Rep)

Regrets: Denné Ahlefeld

Secretary: Saara Itkonen (Chief Librarian)

Call to order: 7:05pm

### **Agenda**

Motion to adopt agenda. M/S Dallas/Laurie. Carried.

### **Approval of Minutes of September 25, 2019 meeting**

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

### **Consent Agenda**

#### Trustees Community Engagement Reports

- Joanna: Volunteered with CBAL's Reach-A-Reader event this month. Joanna was unable to attend UBCM this year but reported that the library resolutions passed.
- Laurie: Attended a Duck's Unlimited fundraising dinner where the library came up in conversation about whether the library would donate gifts to charity events for promotion and goodwill.
- Brenda: Has been involved in the West Creston welcoming committee and would like the library to consider printing invitations for newcomers.

#### Friends of the Library

- The Fall Friends of the Library book earned just over \$1300.00 at the Fall Book Sale. Thank you Friends!

#### Kootenay Library Federation

- Saara attended the KLF Library Directors' and the KLF Board meetings in Fernie on the 18 & 19. Saara shared the KLF board budget report and the strategic plan with the library board.  
Motion to accept consent agenda. M/S Brenda/Dallas. Carried.

### **Correspondence**

- None

### **Reports**

### Chief Librarian's Report

- Saara presented the operations report for September. She also gave a summary of her recent meeting with Chief Jason Louie. The board discussed the heavy use of the library meeting room and suggested providing a donation receptacle in the room to encourage revenue for the library. Saara will explore implementing this suggestion.

**Motion to approve Chief Librarian's report. M/S Laurie/Kim. Carried.**

### Finance Report

- Saara presented the finance report for September. The board discussed adding to the advertising budget and allocating funds for a new library sign. Saara also answered questions about utilities costs.

**Motion to approve Finance Report. M/S Kim/Brenda. Carried.**

### Labour/Management Committee Report

- None.

### Human Resources

- The Human Resources committee met and drew up the template for the Chief Librarian's Job Performance Review, including a board evaluation and a self evaluation.

**Motion to accept report. M/S Justin/Dallas. Carried.**

### Nominations

- None.

### 100 Anniversary Planning

- Dallas suggested reading 100 books contest.
- Saara and Joan met with Amanda Murray. She is in the process of producing a timeline and budget.

**Motion to accept report. M/S Joanna/Justin. Carried.**

### Old Business

#### 2020/21 Budget

- Deferred.

**New Business**

Draft Proposed Constitution Change

- Joan presented a draft library constitution. There was discussion about the legal name of the library. Saara will look into this before the AGM.

Draft Policy for Public Computer Use

- Saara presented the draft policy for Public Computer Use. The board read and discussed the draft, suggesting minor edits.  
Motion to approve 1<sup>st</sup> reading of the policy. M/S(?)

**Motion to adjourn. M/S Justin/Brenda. Carried**

Meeting adjourned at 8:48pm.

Next meeting: Tuesday, November 19 at 7pm.