



Minutes of the Regular Board Meeting of Creston Valley Public Library

Date: January 27, 2015

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

Call to order: 7:03pm

Agenda

Addition to agenda: Surplus shelving

Addition to agenda: Card for John Kettle

Motion to adopt amended agenda. M/S Diane Blow, Eileen Delman. Carried.

Approval of Minutes of October 2014 meeting.

Motion to approve minutes. M/S Linda Farynowski, Trish Marshall. Carried.

Business Arising from Minutes

Meeting with Lauri at Credit Union – to be discussed under Old Business

Letter for Friends for SRC reimbursement. Letter was sent and funds were received from the Friends.

Correspondence

Library Board was Cc'd on a letter regarding disciplinary measures for two staff members. Two staff members were suspended without pay for two weeks. The union was consulted and agreed with the disciplinary measures. No further actions necessary at this time.

Librarian's Report

- Aaron provided an update on new library open hours and staffing reorganization.
- Detailed librarian and statistics reports are distributed by email monthly to the Board and interested parties.

Committee Reports

Finance

- Cherine requested clarification about a \$5000 Sitka payment. Aaron explained that this is the second installment of the first year fees, and that the second year fees will be invoiced in April.
- Cherine noted a payment for library insurance. Aaron indicated that this is the first of 3 installments for the 2015 insurance.
- Year-end trial balance shows a small surplus for 2014. This will change following year-end adjustments during the financial review.

Policy

- Trish Marshall completed the Bullying in the Workplace training for library staff. The Board thanked Trish for volunteering her time for this. Aaron and staff Team Leader Teresa Fletcher facilitated the training for two staff members who were unable to attend the group training session.

Kootenay Library Federation

- Linda provided an update on the draft KLF Strategic Plan, and provided an introduction to the KLF for new board member Karen Unruh.
- Aaron reported that the library received a grant from the KLF to support the Kootenay Connect interlibrary loan system.

Facilities Committee

- Aaron reported that renovations to the children's area are scheduled to be performed during the first two weeks of March, during which the children's area will be closed to the public.
- Aaron reported that Creston Valley Early Years donated \$600 towards the purchase of an interactive magnetic wall. Telus previously donated \$5000 towards the purchase of computer equipment for the area.
- Aaron requested volunteers to assist with moving books and shelving as well as painting during the renovations. Trish, Linda, Diane and Annette indicated that they would be available.

Friends Committee

- Trish reported that the Friends will not meet January-March.
- Trish reported that the Garden Party will be held at Morris Greenhouse (as in past years) on April 12.
- Aaron asked that a letter be provided to the Friends requesting \$3000 to assist with first year Sitka fees (this request had been discussed previously both with the board and the Friends).

Motion to request \$3000 from the Friends to assist with first year Sitka fees. M/S Trish Marshall, Eileen Delman. Carried.

Fundraising Committee

- Most of the remaining tea was sold, and the library broke even on the project. Approximately 6 bags remain. Discussion on why the project was less successful than hoped for ensued.

Motion to accept reports. M/S Linda Farynowski, Diane Blow. Carried

Old Business

1. RDCK Lease Update

Aaron spoke with Joe Chirico at RDCK. There is a difference of opinion regarding rental amount owed under current agreement, but agreed that new operating agreement will not require library to pay rent. RDCK has agreed to take over responsibility for parking lot and roof, in addition to HVAC. Utility reimbursement will be re-calculated to take into account SSBC RNC Room (to be based on square footage). RDCK is preparing a draft agreement.

2. Investments

Aaron and Cherine met with Lauri at Credit Union. Goal is to consolidate various term deposits according to guidelines agreed to at October board meeting. New term deposit

was set up to mature in October 2015 along with two other previous term deposits. Two additional smaller term deposits set to mature in February will be transferred to chequing account at maturity. In October, a single term deposit for entire capital reserve amount (\$218,000) will be set up. At that time, all term deposits will have been consolidated.

New Business

1. Budget 2015 Discussion

Aaron presented a preliminary budget for presentation to RDCK. Budget is based on a 1.5% increase in RDCK operating grant for 2015. Budget to be submitted to Joe Chirico by Friday.

Motion to approve preliminary budget. M/S Eileen Delman, Linda Farynowski. Carried.

2. Municipal benefits plan

Aaron reported that other BC libraries have reported significant savings by joining municipal benefits plan. Cherine agreed to discuss with the town's Director of Finance Steffan Klassen and report back.

3. Reinstatement of nominations committee

Five members are up for re-election, and one spot is vacant. Four of five up for re-election indicated willingness to serve again (fifth was absent). Therefore, one or two spots will be up for election. Discussion around process for recruitment of board members in advance of anticipated March AGM. Three skill areas were identified as priorities: business experience, marketing, fundraising. Each board member will present two names for discussion at February board meeting. Names will be prioritized and individuals approached in order. Aaron will prepare nomination forms.

4. Signage for front of library

Aaron presented a preliminary draft of potential library signage for front exterior of building. Board liked the plan and requested that Aaron proceed with obtaining quotes.

5. Surplus shelving

The library has surplus shelving in storage. There is no longer space to store this shelving. Aaron suggested either selling the shelving or giving it to an area elementary school(s). Consensus that getting fair price for the shelving locally would be difficult, and that giving it to a local school would have greater community impact. Aaron will approach local principals.

6. Thank you card for John Kettle

Trish suggested that the board present a card to John Kettle in recognition of his many years of public service and support of the library. Trish will purchase the card and bring to next board meeting for signatures.

Motion to adjourn (Diane Blow)

Meeting adjourned at 8:50pm.

Next meeting: Tuesday, February 24, 2015, 7:00pm.

Minutes recorded by Aaron Francis