



Minutes of the Regular Board Meeting of Creston Valley Public Library

Date: January 28, 2014

Present:

Trustees: Cherine Klassen, Linda Farynowski, Judy Gadicke, Trish Marshall, Len Guelke

Regrets: Jean Wilson, Eileen Delman, Annette Sawall

Secretary: Aaron Francis

Call to order: 7:12pm

Agenda

Amendments:

Add "Nominations discussion" to New Business under "Determine AGM date";

Add "Garden funds" to New Business

Add "Preliminary Budget" to New Business

Motion to adopt amended agenda

Moved by: Judy Gadicke

Seconded by: Linda Farynowski

Carried

Approval of Minutes of November 26, 2013 meeting.

Motion to approve minutes

Moved by: Linda Farynowski

Seconded by: Trish Marshall

Carried

Business Arising from Minutes

Term Deposits – Aaron and Cherine met with representative from Credit Union and transferred bulk of chequing account funds from chequing account to term deposits, and set up automatic \$27,000 monthly transfers from term deposits to chequing account.

Correspondence

- None

Librarian's Report

- Detailed librarian and statistics reports are distributed by email monthly to the Board and interested parties.
- Aaron noted that the library received approval to hire additional CAP Youth Intern, and that Jessa Morris was hired to fill the position.
- Aaron provided update on website re-design.

Committee Reports

Finance

- The December financial report shows a small surplus for 2013. This will be adjusted following the Financial Review.
- The library received an invoice from BC Libraries Coop for Sitka for \$10,000 which includes first year maintenance fees. The remaining \$5000 cost will be invoiced in 2015. The library will receive a grant for \$2250 from Kootenay Library Federation to help offset the cost.

Policy

- To be discussed in detail under New Business.

Kootenay Library Federation

- No news

Negotiations

Motion to suspend committee until needed.

Moved by: Linda Farynowski

Seconded by: Judy Gadicke

Carried

Fundraising Committee

- No meeting was held in January.
- Proposal to approach Tigz Designs about a potential partnership on a library-brand of tea. Judy to follow up and report next meeting.

Motion to accept reports.

Moved by: Linda Farynowski

Seconded by: Len Guelke

Carried

Old Business

- Parking Lot update
No news.
- Update on Sitka Implementation

Sitka has been implemented as planned. The significant cost involved means that other needed improvements cannot be done without additional funds. Therefore, Aaron recommends that the Friends of the Library be approached to contribute to Sitka costs.

Motion to request \$3000 from Friends to help offset Sitka costs.

Moved by: Len Guelke Seconded by: Judy Gadick

Carried

New Business

- Request of bookkeeper to change billings method
Bookkeeper Rose Forslund has requested that she work on a flat monthly rate rather than hourly billing. Consensus among Board is that hourly billing is preferred, but that Rose may condense the detail provided in her monthly invoices to save time.

Motion to retain current billing method.

Moved by: Judy Gadick Seconded by: Len Guelke

Carried

- Determine AGM date and Nominations discussion
AGM to be held April 3, following Spring Break. Nominations form to be posted in early March. Judy will approach Chuck Truscott about chairing the AGM. Jean has indicated that she will not stand for re-election. Linda plans to stand for re-election and will submit nomination form. Other current Board members will enter 2nd year of current term and do not require re-election. This leaves 2 potential vacancies on the Board. Discussion ensued on proactively recruiting community members to the Board. Judy and Trish agreed to approach two community members about their interest.
- Small Term Deposits
There are a couple of small term deposits which may have been reserved for capital improvements. Cherine will seek clarification from former Board members about these.
- Policy changes from Policy Committee
Aaron, with assistance from the Policy Committee, drafted a revised Policy Manual. The new draft, which contains substantial changes from the current manual, was distributed by email for review by Board members in advance of the meeting. Included in the revised manual is a clarification of the process by which the Policy Manual may be amended.

Motion to eliminate current policy manual.

Moved by: Trish Marshall Seconded by: Len Guelke

Carried

Motion to accept new Policy Manual as presented (first reading)

Moved by: Judy Gadicke

Seconded by: Linda Farynowski

Carried

Motion to accept new Policy Manual as presented (second reading)

Moved by: Judy Gadicke

Seconded by: Linda Farynowski

Carried

- Garden funds

Trish reported that the Rotary Club has \$949 remaining in its Lawrence Lavender Reading Garden funds which it hopes to remove from its books. Aaron reported that he has been in contact with the Rotary Club and is awaiting a quote from RCW Woodcraft on new display shelves, which the Rotary Club indicated would be a good use of the funds. Aaron will follow up with the Rotary Club once the quote is received.

- Preliminary Budget

Aaron and Cherine met to discuss a preliminary 2014 budget. The preliminary budget was distributed by email for review by Board members in advance of the meeting. The budget includes \$16000 for Strategic Plan improvements using previous years' surplus funds. Utilities costs were questioned given that 2013 costs were higher than budgeted. Aaron suggested that the library could expect lower costs due to HVAC improvements, but that this line will require monitoring throughout the year. Aaron has had conversations with Director Larry Binks regarding the budget approval process. Following Board approval, Aaron will present the preliminary budget, together with a letter highlighting achievements in 2013, to Joe Chirico, to be forwarded to the Creston Valley Services Committee.

Motion to pass preliminary budget as presented..

Moved by: Trish Marshall

Seconded by: Linda Farynowski

Carried

Move to in camera: 8:54pm

Motion to adjourn: Judy Gadicke

Meeting adjourned at 9:01pm.

Next meeting: Tuesday, February 25, 2014, 7:00pm.

Minutes recorded by Aaron Francis