



Minutes of the Regular Board Meeting of Creston Valley Public Library

Date: January 31, 2017

Present: Cherine Klassen, Justin Vance, Annette Sawall, Jen Comer, Laura Hannant, Laurie Riehl, Kim Garety.

Regrets: Eileen Delman, Karen Unruh

Secretary: Aaron Francis

Call to order: 7:00pm

Agenda

Motion to adopt agenda. M/S Annette/Justin. Carried.

Approval of Minutes of October 25, 2016 meeting.

Motion to approve minutes. M/S Laura, Jen. Carried.

Business Arising from Minutes

Correspondence

- The library received a letter from Megan Ray of the Town of Creston indicating that, as the library building is now owned by the RDCK, a permissive tax exemption is no longer required.

Motion to accept correspondence. M/S Jen, Laurie. Carried.

Librarian's Report

- Detailed librarian and statistics reports are distributed by email monthly to the Board and interested parties.

Committee Reports

Finance

- Aaron provided initial report for the 2016 year end. Book expenses were lower than budgeted, which will likely result in a surplus.
- 2017 Budget to be discussed under New Business.

Policy

- Board Policy Manual to be discussed under New Business.

Kootenay Library Federation

- Laurie and Aaron attended the LDFAG and Board meetings in Nelson on October 14-15.
- Aaron participated in the CBT Non-Profit Advisory Program Consultant interview for the KLF.

- Changes to KLF Policy Agreement to be discussed under New Business.

Facilities Committee

- Shared Space Proposal to be discussed under New Business.

Human Resources Committee

- Labour Management Committee formation to be discussed under New Business.

Strategic Planning Committee

- Staff participated in a half day planning session in December.
- Staff are currently reviewing ideas that came out of the planning session. Following this review, the committee will meet to finalize 2017 Actions.

Nominations Committee

- To be discussed in camera.

Negotiations Committee

- No updates.

Friends of the Library Committee

- No updates.

Motion to accept reports. M/S Justin, Annette. Carried.

Old Business

- Shelving and chairs purchase
At October's meeting, the board passed a motion authorizing purchase of chairs for the meeting room and shelving to replace the Mystery Area shelving. Aaron was unable to purchase these items prior to year end, but they are included in the 2017 Budget proposal.
- Parking lot and roof update
Aaron met with representatives from the RDCK and contracted engineers to discuss the Parking Lot project. Option A was selected from among the two options presented. Joe Chirico will coordinate the timeline with contractors. Efforts will be made to minimize disruption for the library. The condition of the roof was also discussed. Joe indicated that an assessment had been done and quote received. He does not anticipate that this will affect the parking lot project.

New Business

- Budget Approval
The budget was approved by the Finance Committee by email in December and was presented by Aaron and Eileen at the January Creston Valley Services Committee meeting. Minor amendments were made to the staffing, computers, and janitorial lines since. 2017 budget includes transfer of \$37,000 from reserves to complete Meeting Room upgrade and several other capital projects.
Motion to approve proposed 2017 budget. M/S Justin/Annette. Carried.
- Board Policy Manual
The Policy Committee presented a draft Board Policy Manual.
First reading.
Motion to approve policy as read. M/S Laurie, Jen.
Second reading.
Motion to approve policy as read. M/S Annette, Kim. Carried.

- **Shared Space Proposal**
The Facilities Committee approved a draft proposal for shared space with Columbia Basin Alliance for Literacy as part of a proposed expansion to the RDCK areas of the library. The committee requests approval from the board before formally presenting this proposal to the Creston Valley Services Committee.
Motion to approve the proposed “Proposal for the Library to Expand into the Current RDCK Offices in the Library Building”. M/S Justin/Jen. Carried.
- **Changes to KLF Policy Agreement**
KLF Director Glenda Newsted requests that member libraries approve proposed changes to the KLF Policy Agreement.
Motion to approve the proposed changes to the KLF Policy Agreement M/S Jen, Laura. Carried.
- **Labour Management Committee Formation**
The Collective Bargaining Agreement calls for a standing Labour Management Committee which includes at least one board member. Aaron indicated some concern about the board taking on a “management” role within the committee. The consensus was that, as this is required by the CBA, that the board would approach it with an open mind and review any concerns as they arise. Cherine agreed to act as board representative, with Kim and Justin as back ups.

Motion to move in camera to discuss new board member nominations and quotes for fence and shed, 8:38pm– Moved: Jen.

Return from in camera, 8:50. Moved: Annette.

Motion to adjourn – Justin

Meeting adjourned at 8:51pm.

Next meeting: February 28, 7:00pm at the library.

Minutes recorded by Aaron Francis