

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

Date: June 28, 2016

Present: Cherine Klassen, Laura Hannant, Justin Vance, Laurie Riehl, Annette Sawall, Trish Marshall, Karen Unruh.

Regrets: Jen Comer, Eileen Delman.

Secretary: Aaron Francis

Call to order: 7:05pm

**Agenda**

**Motion to adopt agenda.** M/S Annette/Laura. Carried.

**Approval of Minutes** of April 26, 2016 meeting.

**Motion to approve minutes.** M/S Justin/Trish. Carried.

**Business Arising from Minutes**

- To be discussed below.

**Correspondence**

- None

**Librarian's Report**

- Detailed librarian and statistics reports are distributed by email monthly to the Board and interested parties.
- Aaron gave a staffing update (2 student pages and the SRC Coordinator have been welcomed to the library), and talked about the Library Management Certificate program that he has been taking through Royal Roads University.

**Committee Reports**

Finance

- Aaron reported that some unexpected repairs and maintenance costs have brought that budget line above expected levels, while donations are lower than expected for this time of year. These variations are manageable within the scope of the budget. Otherwise, the budget is on track.

Policy

- The Policy Committee recommends that an amendment be made to **3.5 Protection of Privacy and Personal Information**, as follows (amendments in red):

***3.5 Protection of Privacy and Personal Information***

*Creston Valley Public Library adheres to the B.C. Freedom of Information and Protection of Privacy Act (FOIPPA).*

*The library collects and retains only the personal information that is required to offer its services and programs, within the limits prescribed by FOIPPA.*

*All information related to a library user may only be used by library employees working within the scope of their duties.*

*The library will not divulge or release any information related to a library user to a third party unless compelled under a court order.*

*Unless requested to do so, the library will not retain patron borrowing histories except as necessary to assess condition of returned items and ensure collection of any applicable fines.*

*A patron cannot sign out materials or have access to any aspect of another patron's account without prior consent.*

### ***Children's Right to Protection of Privacy and Personal Information.***

*Children have the right to control the disclosure of their own personal information. As a general guideline, children aged 12 and over will be deemed "capable" of exercising such rights. We also confirm that children under 12 who are capable of exercising their own information rights have the right to do so.*

*Borrowing histories and account information for children over 12 years of age are not divulged to parents or legal guardians except where necessary in recovering lost or overdue items, or with the written permission of the child. In addition, legal guardians cannot sign out materials or have access to any aspect of the account of a child over the age of 12 without prior consent.*

First reading.

**Motion to amend policy as read.** M/S Annette/Trish.

After discussion, it was agreed to amend the final sentence as follows:

*In addition, legal guardians cannot sign out materials or have access to any aspect of the account of a child over the age of 12 without the child's prior consent.*

Motion carried. Laurie abstained.

Second reading.

**Motion to amend policy as read.** M/S Trish/Karen. Carried.

- Aaron further recommended that the Policy Committee be tasked with drafting a Policy Governance Manual. The board agreed with this recommendation, and tasked Aaron to produce an initial draft to be reviewed by the Policy Committee as time allows.

### Kootenay Library Federation

- Laurie gave a report on the KLF meetings held in Creston at the end of April. Smitty Miller from FVRL gave a moving presentation on an innovative community library service. Detailed minutes from the meeting are available.
- A new KLF Director was hired after a first round of applications. The KLF welcomes Glenda Newsted to the position.
- Aaron was elected as Chair of the Library Directors Advisory Group.

### Facilities Committee

- The Facilities committee met to discuss longer term facility opportunities. It was decided to focus on the current facility and to draft plans to incorporate the RDCK offices into the library. The committee will meet again to discuss specific plans for the RDCK offices.

#### Human Resources Committee

- Aaron called an HR Committee meeting to discuss future staffing scenarios. The committee agreed that consolidating hours into fewer full-time positions was a desirable long term objective.

#### Strategic Planning Committee

- No updates.

#### Nominations Committee

- No updates.

#### Negotiations Committee

- No updates.

#### Friends of the Library Committee

- This committee had been rendered inactive at the April meeting. However, Trish indicated that she would be willing to continue acting as liaison between the board and friends.
- Trish reported that the Friends held their AGM on June 15. Trish further indicated that the Friends were actively inviting proposals for project funding from the library. Aaron indicated that a request for assistance for PC Reservation implementation was previously passed by the board and would be forthcoming once all costs were in. Additionally, the board indicated that given shortfalls in the Summer Reading Club grant, the board would consider requesting top-up funds from the Friends to support SRC.

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

#### **Old Business**

- Volunteer “tea”/evening?  
Justin and Aaron met with staff member Pat Tomasic to discuss a volunteer appreciation event. It was agreed to hold a “Casino night” with wine and cheese in late September. Laurie indicated that the brewery was willing to lend their casino equipment to the library for the occasion. Laura indicated that she would donate a vegetable plate. Other duties have been divvied up, and a follow up meeting will be held in late August or early September. The event is scheduled for Wednesday, September 28, 7pm-9pm.

#### **New Business**

- Laura reported that during the Official Community Plan process, the library had been mentioned many times as a favourite spot for Creston residents. She cited several children drawing pictures of the library as part of their response, which she promised to share with Aaron and the board.

**Motion to adjourn – Annette**

Meeting adjourned at 8:51pm.

Next meeting: September 27, 7:00pm at the library.

Minutes recorded by Aaron Francis

Have a great summer!