



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

Date: May 27, 2014

Present: Judy Gadicke, Diane Blow, Len Guelke, Eileen Delman, Trish Marshall, Linda Farynowski  
Regrets: Cherine Klassen, Annette Sawall,  
Secretary: Aaron Francis

Call to order: 7:05pm

### **Agenda**

Amendments: Add "Energy Study" to New Business

**Motion to adopt amended agenda.** M/S Judy Gadicke, Linda Farynowski. Carried.

**Approval of Minutes** of April 29 meeting.

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

### **Business Arising from Minutes**

None

### **Correspondence**

None

### **Librarian's Report**

- Detailed librarian and statistics reports are distributed by email monthly to the Board and interested parties.
- Aaron provided an update on the Summer Reading Club Coordinator position (Emma Feltham selected), and the resultant Student Page position opening (hiring process is underway).

### **Committee Reports**

Finance

- Finance committee met to clarify term deposit and capital fund amounts, and to discuss options on maximizing their benefits to the library. Consensus is to explore low-risk, longer term investment options and use interest to top up operating expenses. Next steps include looking into KES Community Funds (Eileen), Creston Kootenay Foundation (Diane), and meeting with investment counsellor at Creston Valley Credit Union (Eileen to set up appointment).

Policy

- Trish presented a draft Bullying and Harassment in the Workplace policy and procedure, based on documents and guidelines provided by Worksafe BC.

**Motion to accept draft Bullying and Harassment in the Workplace policy and procedure as presented (First reading).**

M/S Judy Gadicke, Diane Blow. Carried.

**Motion to accept draft Bullying and Harassment in the Workplace policy and procedure as presented (Second reading).**

M/S Linda Farynowski, Len Guelke. Carried.

#### Kootenay Library Federation

- Penticton library to be discussed under new business.

#### Facilities Committee

- A meeting on May 1 continued planning for children's area renovations. Another meeting is expected in June to finalize plans for the Children's Area.

#### Fundraising Committee

- See "Tea tasting results" in Old Business.

**Motion to accept reports.** M/S Trish Marshall, Diane Blow. Carried

#### **Old Business**

1. Volunteer Tea.  
Confirmed for June 22, 2pm-4pm at the library. Board to supply tea sets and food. Gail to send invitations and arrange small gifts for volunteers.
2. Parking Lot update  
No news.
3. Tea tasting results.  
Board agree to work with Tigz on initial project and to consider other tea producers for subsequent projects. Initial outlay is \$150 (approximately 30 bags). Two teas were selected: Black Forest (subsequently renamed Sense and Sensibili-Tea) and Chamomile-Apple (renamed Just One More Chapter Tea). Judy will make final arrangements for tea to be supplied by next board meeting.
4. Budget.  
Cherine, Aaron and, if available, other members of Finance committee to meet to update budget before June meeting.
5. Update on grounds maintenance/landscaping issues  
Front area landscaping is complete. Garden is in good hands, and other grounds maintenance is being completed as required.

#### **New Business**

1. Decision on Penticton library joining KLF.

Linda presented background material as provided by Joanne Richards at KLF.  
**Motion to recommend including Penticton in KLF provided there are supporting funds.**  
M/S Judy Gadicke, Len Guelke. Carried.

2. Energy Study.

Trish presented data from Fortis bills from 2011-current. Wendell Marshall (HVAC consultant) will input data into national database to compare with other similar facilities. Aaron will contact Fortis to get more information about ways to reduce energy costs. Board discussed other longer term projects such as solar heating.

**Motion to adjourn** (Linda Farynowski)  
Meeting adjourned at 8:31pm.

Next meeting: Tuesday, June 24, 2014, 7:00pm.

Minutes recorded by Aaron Francis