

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

Date: November 28, 2017

Present: Joan Hedstrom, (chair), Cherine Klassen, Justin Vance, Philip Curran, Kim Garety, Laurie Riehl, Karen Unruh.

Regrets: Eileen Delman, Annette Smithson, Denne Ahlefeld, Jen Comer.

Secretary: Aaron Francis

Call to order: 7:00pm

**Agenda**

Aaron requested that a review of the bookkeeper rate be discussed (in camera).

**Motion to adopt agenda.** M/S Cherine/Laurie. Carried.

**Approval of Minutes** of September 26, 2017 meeting.

**Motion to approve minutes.** M/S Kim/Philip. Carried.

**Business Arising from Minutes**

- Operating funds from the RDCK were placed in a term deposit with monthly scheduled transfers to chequing.
- Cherine was removed and Joan was added as a signing authority.

**Correspondence**

- Conveyance of Public Library Grants letter was received from the Libraries Branch.
- Joan received minutes from the most recent BCLTA meeting.

**Motion to accept correspondence.** M/S Karen/Justin. Carried.

**Librarian's Report**

- A detailed librarian and statistics report is sent by email each month to the board and other interested parties.
- Aaron showed off the new 3d printer, courtesy of the Creston Leo Club.
- Aaron indicated that his next report would be a combined year-end compilation and strategic plan update, and would be distributed prior to the January board meeting.

**Committee Reports**

**Finance**

- Aaron presented the October finance report. Due to lower than budgeted Strategic Plan Improvements costs, it is not necessary to transfer \$37,000 from reserves. Instead, the projected deficit may be covered by a pre-existing cushion in operating funds.  
**Motion to amend 2017 budget to not transfer funds from capital reserves.** M/S Cherine/Justin. Carried.

**Labour management**

- No updates.

#### Policy

- Due to time constraints, policy recommendations will be distributed by email.

#### Kootenay Library Federation

- Laurie reported that Fall meetings took place in October in Castlegar and that a consultant engaged to assist with transitioning to a new governance model led a session to begin working through potential changes. Also that new Director Melanie Reavely was introduced at the meetings.

#### Human Resources Committee

- In camera discussion of Chief Librarian's annual job evaluation to follow.

#### Strategic Planning Committee

- No updates.

#### Nominations Committee

- No updates

#### Negotiations Committee

- In camera discussion to follow.

#### Volunteer and Staff Appreciation Committee

- \$272 remains in board discretionary funds for 2017. This is typically used to offset costs for volunteer appreciation activities. As the appreciation event has been moved to January 2018, the consensus was that the funds be used in the current budget year to purchase gift certificates and other items for the 2018 event.

#### Friends of the Library Committee

- Joan attended the October Friends' meeting. They will hold an end of the year gathering at Jimmy's Pub on December 6 at 6pm.

**Motion to accept reports.** M/S Karen/Philip. Carried.

#### **Old Business**

- Update on sign  
Aaron presented some images of digital signs, and discussion on possible designs took place. Aaron will arrange a meeting with Justin to look at specific designs and gather cost estimates.

#### **New Business**

- Budget 2018  
A "barebones" budget was distributed by Aaron by email, along with some possible ideas to include in the final budget. A preliminary budget must be presented at the Creston Valley Services Committee meeting on December 7. After discussion, it was decided that the budget would be revised to include an increased request from the CVSC in support of increased opening hours and program staff hours, as well as \$25,000 in capital improvements (photocopier, signage, outdoor improvements). Aaron will present a revised budget by email for approval prior to the CVSC presentation.

Move to in camera – 8:35pm

Return from in camera – 9:20pm

**Motion to adjourn** – Philip/Justin  
Meeting adjourned at 9:21pm.

Next meeting: January 30, 7:00pm at the library.  
Minutes recorded by Aaron Francis