

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

Date: September 26, 2017

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

Regrets:, Eileen Delman, Karen Unruh, Denne Ahlefeld, Jen Comer.

Secretary: Aaron Francis

Call to order: 7:00pm

### **Agenda**

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

**Approval of Minutes** of June 27, 2017 meeting.

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

### **Business Arising from Minutes**

- None

### **Correspondence**

- An email update was received from the Libraries Branch. Highlights include a new Minister and Deputy Minister, staffing updates, and reporting updates.
- An email from BCLTA was received encouraging member libraries to participate in advocacy via the Select Standing Committee for Finance and Government Services. Deadline for submissions is October 16.

**Motion to accept correspondence.** M/S Annette/Laurie. Carried.

### **Librarian's Report**

- A detailed librarian and statistics report is sent by email each month to the board and other interested parties.
- Laurie asked about the dip in July statistics. Aaron replied that the parking lot was closed almost all of July, which had a major impact. Also that the number of pickers seemed to be in decline over the last two years.

### **Committee Reports**

#### Finance

- Aaron presented the August finance report. Income and expenditures in general are on track, with normal variation in particular budget lines.
- Cherine asked about Computer Expenses which are over budget for the year. Aaron replied that all major purchases had already been made, and no additional purchases were planned other than small maintenance items.
- Aaron noted that the automatic transfers from term deposits were set to end in October. There was a general consensus that placing operating funds into term deposits with

automatic monthly withdrawals continued to be worthwhile. Aaron will contact the Credit Union to set up an appointment.

#### Labour management

- Aaron provided an overview of discussions held over the spring and summer with regards to developing Letters of Agreement on practicum students and hiring procedures. The discussions appear to be on hold for the time being.
- Aaron attended a presentation by a CUPE Job Evaluation Specialist which outlined an approach to development of updated job descriptions. This will be discussed further in camera.

#### Policy

- A meeting is needed before the end of the year to address a few gaps in the Board Policy Manual and to review and update Library Policies. Aaron will email committee members to set up a date.

#### Kootenay Library Federation

- Laurie reported that Fall meetings are scheduled for October in Castlegar and that a consultant had been engaged to assist with transitioning to a new governance model.
- Aaron reported that a new Director had been hired: Melanie Reavely worked for many years as a Branch manager at Vancouver Island Regional Library and will be working from her home on Vancouver Island.

#### Human Resources Committee

- Aaron's annual performance review is slated to take place January-March 2018. Cherine indicated that discussion on an approach should take place at the November board meeting. Kim indicated that she would be willing to participate on the committee. Aaron mentioned that the Policy Governance Model includes guidelines for the review.

#### Strategic Planning Committee

- No updates.

#### Nominations Committee

- No updates

#### Negotiations Committee

- To be discussed in camera.

#### Volunteer and Staff Appreciation Committee

- A volunteer appreciation event planned for September 27 was postponed due to lower-than-expected interest from volunteers. The committee will meet again to discuss alternate ideas. Some ideas put forward include: acknowledgement of milestones (i.e. a gift for 5 years' service), volunteer of the month, a random monthly draw, wall of fame, wine and cheese event.

#### Friends of the Library Committee

- Joan was unable to attend the September Friends' meeting. Aaron reported that their fall Booksale was planned for October 13-14. Also that the library had received two donations from the Friends: one for the SRC coordinator wages, and one for the building of the storage shed.

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

#### **Old Business**

- Update on shed – The shed has been built, installed and paid for, and is currently in use.
- Parking lot/fencing update. The parking lot and fencing project is complete other than some remaining landscaping. Several board members remarked on the improvement in the parking lot design, usability and access.

### **New Business**

- Election of Board Chair  
Cherine previously announced her intention to step down as Board Chair. Joan was the sole nominee to serve as President, and she graciously agreed to let her name stand. She was unanimously elected. The appointment takes effect following the end of the meeting.
- Signing Authority change required  
**Motion for Joan Hedstrom to replace Cherine Klassen as signing authority. M/S**  
Justin/Laurie. Carried.  
Aaron will contact the Credit Union to set up an appointment.

Move to in camera – 8:00pm

Return from in camera – 8:55pm

**Motion to adjourn** – Philip/Justin

Meeting adjourned at 8:56pm.

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

Minutes recorded by Aaron Francis