



Minutes of the Regular Board Meeting of Creston Valley Public Library

Date: September 27, 2016

Present: Cherine Klassen, Eileen Delman, Justin Vance, Laurie Riehl, Trish Marshall.

Regrets: Jen Comer, Laura Hannant, Annette Sawall, Karen Unruh.

Secretary: Aaron Francis

Call to order: 7:05pm

Agenda

Motion to adopt agenda. M/S Trish/Eileen. Carried.

Approval of Minutes of June 28, 2016 meeting.

Motion to approve minutes. M/S Justin/Eileen. Carried.

Business Arising from Minutes

- To be discussed below.

Correspondence

- Cherine received a letter from CUPE local 4959 regarding changes in their executive.

Motion to receive correspondence. M/S Eileen/Trish. Carried.

Librarian's Report

- Detailed librarian and statistics reports are distributed by email monthly to the Board and interested parties.
- Eileen asked about this year's Summer Reading Club program. Aaron noted that approximately 90 children registered and that coordinator Alyssa Mynott brought a high degree of competence and organization to the program. Additional information and photos are included in the emailed report.

Committee Reports

Finance

- Aaron reported that the monthly transfers from the term deposit to the chequing account had stopped as the term deposit was exhausted. The grant from the RDCK has arrived, so a new term deposit can be set up. Cherine requested that Aaron set up an appointment at the Credit Union for this purpose.
- Aaron provided an overview of the revenue and expenses to date. We had anticipated an approximately \$7000 deficit for this year. We are currently on track for a balanced budget, but may incur some additional expenses by year end depending on committee recommendations and training opportunities.

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 the child's prior consent.

Third (final) reading.

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

The amendment is adopted.

- Aaron provided an update on the drafting of a Board Policy Manual. Aaron has done some initial research and has samples in hand. He hopes to have a draft completed by the end of the year.

Kootenay Library Federation

- Laurie and Aaron will attend the LDFAG and Board meetings in Nelson on October 14-15.

Facilities Committee

- Aaron and Karen from the Facilities Committee met in early September to look at potential directions for integration of the RDCK offices. The committee recommends exploring a facility-sharing arrangement with the Columbia Basin Alliance for Literacy.

Motion to task the Facilities Committee to engage in further discussion with CBAL regarding a potential space-sharing agreement. M/S Laurie/Trish. Carried.

- The Committee further discussed the possibility of building a coffee bar into future expansion plans. Aaron reported that he recently attended a CBT Social Enterprise workshop in Cranbrook, and is of the opinion that any coffee bar would need to be operated by an outside organization due to CRA guidelines. Eileen indicated that she would explore this with colleagues at Kootenay Employment Services and report back.

Human Resources Committee

- No updates.

Strategic Planning Committee

- No updates.

Nominations Committee

- Trish announced that she was resigning her position effective immediately as she is planning to spend the winter in warmer climes. The Board and Aaron thanked her for her service to the library.
- Given that there are two vacancies, and potentially three more spots to be filled at the next AGM depending on the plans of current members, Aaron suggested that we should begin identifying needs soon, and to begin approaching potential new members once needs have been determined. Potential areas of need include experience with labour negotiations, facilities management experience, and finance. Gender and age balance were also mentioned as considerations. The board agreed that appointing a temporary member to serve until the AGM was advisable.

Negotiations Committee

- No updates.

Friends of the Library Committee

- No updates.

Motion to accept reports. M/S Trish/Justin. Carried.

Old Business

- Volunteer casino night
Board members discussed last minute preparations for the Volunteer Appreciation Casino Night to be held at the library the following evening.

New Business

- None

Motion to adjourn – Eileen

Meeting adjourned at 8:21pm.

Next meeting: October 25, 7:00pm at the library.

Minutes recorded by Aaron Francis