



Minutes of the Regular Board Meeting of Creston Valley Public Library

Date: September 30, 2014

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

Call to order: 7:04pm

Agenda

Motion to adopt agenda. M/S Annette Sawall, Len Guelke. Carried.

Approval of Minutes of June 24, 2014 meeting.

Motion to approve minutes. M/S Annette Sawall, Linda Farynowski. Carried.

Business Arising from Minutes

- Re: Contacting Lauri at Credit Union to discuss investment options
Cherine was unable to contact Lauri due to other pressing responsibilities. Aaron to contact in next two weeks to discuss above and make arrangement for monthly draw down of RDCK grant funds.

Correspondence

None

Librarian's Report

- Detailed librarian and statistics reports are distributed by email monthly to the Board and interested parties.
- Aaron discussed IT Coordinator position and other grant-funded positions currently available at the library.

Committee Reports

Finance

- Re: Investments and Term Deposits. Still awaiting clarification on commission on investments through Growth Financial (Eileen to contact Brady Huscroft). Aaron and Cherine to follow up with Lauri at credit Union as noted above.
- Cherine asked about staffing costs on Finance Report. Aaron indicated that, due to Collective Bargaining bonus payments made at beginning of the year as well as payments made on grant-funded positions (SRC, CAP), percentage of budget spent exceeds percentage of calendar year passed. However, we are on track to come in very close to budget by year's end.

- Cherine indicated that a bookkeeping error was made in regards to use of capital funds for purchase of hot water heater. Cherine to clarify via email.

Policy

- Bullying and Harassment policy has been approved. Remaining questions are: where to store/maintain this policy to provide ready access for staff, and mandatory annual staff training. Aaron indicated that policy could be maintained in the Staff Manual (stored online as a staff portal in the library's website). Aaron to contact Trish to discuss training for 2014.

Kootenay Library Federation

- Reminder for board members to complete the Strategic Planning Survey, due October 3.
- KLF will hold its fall meetings in Nelson October 17-18. Aaron and Linda will attend.

Facilities Committee

- Aaron provided an overview and cost estimate of recommended improvements to the children's area. Board asked Aaron to get quote on rubber flooring for entire children's area for October meeting.

Fundraising Committee

- Tea sales are slow. Discussion on how to increase sales (Xmas sales, tie in with children's area project). Also discussion on other fundraising ideas (children designing bookmarks to support specific project). To be discussed again in October.

Motion to accept reports. M/S Linda Farynowski, Annette Sawall. Carried

Old Business

1. Parking Lot update

Aaron discussed parking lot and roof issues with Joe Chirico. Operating Agreement requires library to pay for any repairs to all aspects of the building excluding the HVAC. However, operating grants are insufficient to pay for major repairs. Board needs to explore re-negotiation of operating agreement in next calendar year (agreement expires at the end of 2015). Aaron to provide copy of agreement to board prior to next meeting, and to provide facilities and funding cost comparison and analysis to inform negotiation process.

2. Energy Study Update

Aaron talked to rep from Fortis regarding energy assessment. Was informed that Fortis would be launching a program in coming months to provide in-depth assessment. Program has not yet been launched. Library energy costs have seen major reduction since institution of HVAC occupancy schedule and installation of new hot water heater.

New Business

None

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

Next meeting: Tuesday, October 28, 2014, 7:00pm.
Minutes recorded by Aaron Francis