

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

Date: February 20, 2024

Present: Joan Hedstrom, (Chair), Kathy Durnin (Vice Chair), Maria Aryan, Laurie Riehl, Tealia Decker, Peter Jacoby, Alison Szpak, Jordan Lysenko

Regrets: Arnold Deboon (Town Rep)

Secretary: Saara Itkonen (Library Director)

Call to order: 7:00pm

### Approval of Agenda and of Minutes of January, 23, 2023 meeting

Motion to accept meeting agenda and previous meeting minutes. M/S Peter/Alison

### Correspondence/Announcements

- Library AGM is April 16 @ 7pm, notice will go out publicly one month before the meeting
- Nominations committee is ad-hoc. Action item: Tealia, Joan, and Alison will form the committee

### Reports

#### Library Usage and Operations Report

- Saara presented the library usage and operations reports for January.
- Action item: Saara will begin reporting usage and operations quarterly going forward to reduce workload for herself and the board and to better focus on long-term trends and issues for the board to discuss and address.

Motion to accept the library usage and operations reports. M/S Kathy/Laurie. Carried.

#### Finance Report

- Saara presented the finance report for January.
- Action item: Alison will reach out to Rose, the library's bookkeeper, to look into amending the monthly financial report to the board to reflect monthly expenditure break-downs.

Motion to accept the finance report. M/S Peter/Alison. Carried.

#### Committees

- Friends of the Library: Recently funded a book repair machine for the library
- Kootenay Library Federation: Spring meetings will take place in Naksup in May.
- Policy: new policies will be addressed in old and new business of this agenda.
- Human Resources: Saara's performance review process has begun and will be presented at the February board meeting.
- Negotiations: Bargaining dates have been set for March 13<sup>th</sup> & 14<sup>th</sup>

### Old Business

## Staff pensions

- The board discussed options for fulfilling CRA requirements for distributing RRSP pension amounts. The board decided that asking for receipts of deposit should fulfill the requirement. **Action item: Saara will check with Erin at Apex Accounting if this is sufficient when doing year-end.**

## New Business

### 2024 Budget

- Saara presented the anticipated budget for 2024.  
**Motion to adopt the 2024 budget as presented. M/S Kathy/Maria. Carried**

### 2023 Strategic Framework Accomplishments

- Saara shared the library's 2023 Strategic Framework highlights with the board.

### Trustee Code of Conduct

- The board completed the 1<sup>st</sup> reading of the draft trustee code of conduct board policy. A spelling error was pointed out and will be fixed for the 2<sup>nd</sup> reading.

Adjourn: 8:28 pm

Next meeting @ 7pm February 20th