Radium Hot Springs Public Library Board Meeting

August 22, 2017 at 4:30 p.m.

1. Call to Order – 4:35 p.m.

2. Members Present: Jane Thurgood Sagal (chair), Linda Forbes, Jill Logan, Tom Symington, Stephanie Schroeder, Jane Jones (Library Director)

Regrets: Joanne Steedman, Ron Verboom

3. Review Agenda - M/S Linda Forbes/Stephanie Schroeder to adopt the agenda as circulated. Carried.

4. Approval of the minutes of the June 20, 2017 board meeting

M/S Stephanie Schroeder/Linda Forbes that the minutes of the June 20, 2017 meeting be adopted as circulated. Carried.

5. Reports –

a) **Library Director's Report** (Jane Jones)

- Summer reading program. Statistics. Approximately 20 registrations. Books have been returned.

- Teddy Bears' Picnic – A great success. Picture in the Pioneer.

- Children's Books – **Decision/Action:** Linda Forbes will take them to one of the next book sales.

- KLF Children and Teens Conference for library directors in Nelson on Friday, September 29 from 9 a.m. to 4 p.m. No financial assistance is available from KLF.

Decision/Action: Jane J. to attend.

- First Nations Book Collection (mini library). David Ellis.

- New laptop computer – for use by volunteers (when patrons are using the second library computer), or library director when working at home or in library.

- Children working in the library – always with an adult working at the Library present.

- Registered adult membership - 445

  Juvenile - 143

  One Card - 50

  No fines

- Population statistics for the Village of Radium Hot Springs: 2011 – 777, 2016 – 776

  Permanent residents 2017 – approximately 800

Summer population 2017 – approximately 5,000

- Fundraising for the new library. Discussion.

Decision/Action: Stephanie will investigate fundraising options from foundations. All board members to bring their ideas to our next meeting.

b) **Financial Report** (Linda Forbes)

No written financial report available due to new employee and new accounting software. We will have one next meeting.

GIC matures in September. M/S Linda Forbes/Tom Symington that a term deposit of $5,419.50 due September 18 be reinvested with the Kootenay Saver. Carried.

- Garage Sale - $1895.75. Garden Group received $947.88. Thanks to the Horsethief Creek Pub "Give-Back-Sunday" donation of $239.00.

  Decision/Action: Linda Forbes will send a thank-you note to Mike Gray.

- Book Sales – Jane TS and Linda held one on the August long weekend. Donations totalled $79.00.

  Decision/Action: Next sale – September 9 (Linda and Jane TS). September 16 - Jane Jones and Jane TS will touch base about a sale on that date.

6. Unfinished Business

a) Volunteer Recognition (debrief): Thursday, July 27. 4:00 to 6:00 p.m. at Linda's home

Very successful. Thank you to Linda Forbes for opening her home.

b) Follow-up to 2016 BCLTA Conference – Trustees Round Table

* Question #2: What does success look like for a library board and how is our board being successful?

Decision/Action: Jane TS will collate our rating regarding board success for our next meeting.

c) **Endowment Fund**

- Draft #4 description for web site. Discussion.

Decision/Action: Description is ready for posting, after minor edits are made, on the library website.

7. New Business

a) Review of library website – some information is dated.

Decision/Action: Jane Jones will email Eggplant to find out the password for our website.

b) Endowment Fund Donor Agreement – Pop Quiz (pair task). Congratulations to Linda and Stephanie for the highest mark.

c) Strategic Planning Session – September 21, 3:00 – 6:00 p.m. at Linda's.

d) Budget projections for 2018.

Decision/Action: Jane TS and Linda Forbes will do some preliminary preparation with a "move-in" date of July 1.

8. Policies

a) Criminal Record Checks for Volunteers and Parent Signatures for Youth Volunteers

(Jane Jones) Tabled.

9. Correspondence – None to report.

10. Date of Next Meeting – Tuesday, September 26, 2017 at 4:30

11. Adjournment – meeting adjourned at 6:10 p.m.

Minutes recorded by T. Symington.

J. Jones

Secretary (Library Director)

Jane Thurgood Hagel

Board Chair