

Radium Library Board Minutes
June 20, 2019
2:00 p.m.

Members Present: Jill Logan, Jane Thurgood Sagal, Donna Verboom, Jacqueline Wagner (Library Director), Sandy Eason, Judy Fowler, Sheila Lemman, Mike Gray

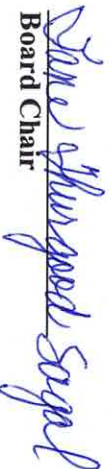
Agenda Item	Discussion	Decision/Action
1. Call to Order	The meeting was called to order at 2:00pm.	
2. Review Agenda	The agenda was reviewed. No new items were added.	M/S Mike Gray/Sheila Lemman to adopt the agenda. Carried.
3. Approval of Minutes	The minutes of the May 31 st , 2019 board meeting were reviewed.	M/S Sheila Lemman/Judy Fowler that the minutes of May 31, 2019 meeting be adopted as circulated. Carried.
4. Reports	a) Library Director's Report (Jacqueline Wagner) <ul style="list-style-type: none"> • Director and Assistant Director attended a Summer Reading Club (SRC) training session in Cranbrook. • SRC will now run as a weekly program. • There will be two KLF funded SRC performers visiting the library this summer. • Retired professor Dr. Rod Martin will be giving two lectures on pre-confederation history at the library in August. • We received a \$300 sponsorship grant from CBT for our Teddy Bear Picnic program. • Library flag has been ordered and should be arriving soon. • Judy and Jackie determined dates for mini book sales. They will be held on June 15th, 22nd, July 20th and August 3rd, 10th and 17th (weather permitting). • The library received a grant offer for \$2,500 from Law Matters to update our legal collection. • There is a Law Matters training session for KLF member libraries to attend on October 1st in 	<ul style="list-style-type: none"> • Jackie to print off book sale poster with dates. Jane TS to post in post office. • Staff will attend the Law Matters training course in October.

	<p>Cranbrook. We would have to pay mileage, but there is no fee to attend the course.</p> <ul style="list-style-type: none"> • Discussion about printing fees for patron printer. <p>b) Financial Report</p> <ul style="list-style-type: none"> • Income statement and balance discussed. • Letter received from RDEK advising that the CBT grant for \$6,931.00 has been awarded to our library. <p>c) KLF Reports (Library Director & Board Chair)</p> <ul style="list-style-type: none"> • The KLF Executive had a Governance Committee meeting via videoconference software Zoom. During this meeting, they reviewed the strategic plan and made updates where necessary. • The committee reviewed two policies (consortium purchase and travel compensation) and updates will be shared when the respective policies have been refined. • BC libraries are petitioning the government to increase provincial funding (which has been stagnant for 10 years). 	<ul style="list-style-type: none"> • The library will charge the same as the Chamber and Village in Radium. • M/S Donna/Mike to accept cheque and EFT register. Carried. • Karen to fix the subscriptions and children's materials error in income statement.
<p>5. Unfinished Business</p>	<p>a) Fundraising Plan Activity 1 update – brochure distribution:</p> <ul style="list-style-type: none"> • The group discussed printing more brochures to distribute throughout the Valley. <p>Activity 5 Key Messages – Pair activity (Jane)</p> <ul style="list-style-type: none"> • Board reviewed key messages to gain a better understanding. <p>Activity 7 update – lottery license (Judy)</p> <ul style="list-style-type: none"> • Judy looked into licensing and verified that the process was cumbersome. <p>Activity 11 Friends of the Library – Order book?</p> <ul style="list-style-type: none"> • The board discussed ordering the book: “The Good the Bad and the Unfriendly.” 	<ul style="list-style-type: none"> • Jackie will print brochures to be distributed. • Jackie to take brochures and SRC poster to Radium Valley Vacation Resort, Sandy to take to Mountainside, Sheila to spread promotional material around Canal Flats, Jane to take brochure to post office. • SRC poster to be sent to board members. • Judy to check if there is a streamlined licence process for raffles. • Jackie to order this book.

	<p>b) Volunteer Recognition Event Update – June 20, 4:00-5:30pm (Jill)</p> <ul style="list-style-type: none"> • Discussion about the upcoming event. <p>c) Garage Sale Update – June 29, 10:00am-2:00pm</p> <ul style="list-style-type: none"> • Looking for Volunteers for the Saturday, 10-3:00pm. 	<ul style="list-style-type: none"> • Volunteers will meet on Friday June 28th to organize garage sale items at 10:00am. • Set-up for the book sale portion of the garage sale will occur on the Saturday morning. • Judy and Jackie will bring books.
<p>6. New Business</p>	<p>a) Strategic Plan: Review of strategies.</p> <p>Strategy 1: Fostering a Connected Community</p> <ul style="list-style-type: none"> • Reviewed and felt sufficient. <p>Strategy 2: Build Capacity & Collaboration:</p> <ul style="list-style-type: none"> • Suggestion to add Edgewater Elementary and other prominent partners. <p>Strategy 3: Sustain our Success:</p> <ul style="list-style-type: none"> • Discussion about the new trustee orientation package. • Discussion about increasing promotion on social media. • Suggestion to do live feeds on Facebook. <p>b) Trustee Orientation Package:</p> <ul style="list-style-type: none"> • The draft checklist focused on staff and programs, library board, local community, advocacy and community engagement, and BC Public Library community. • Discussion of board culture. Responses determined that we have a strong leader, are a semi-formal group, are on-track and efficient. and there is an open atmosphere. • Suggestion to remove specific names related to M/S a motion, as the motion belongs to the group (and not to the mover or seconder). • Consent agenda discussed. • It is important for trustees to be a library champion, attend community and library events, and understand library-related associations and federations. 	<ul style="list-style-type: none"> • Jackie and Jane to add bullet that speaks to individual community partnerships; Edgewater Elementary, Family Dynamix, CBAL etc. • Jackie and Jane to rewrite the second bullet point in section 3.5. • Jackie to create a library Instagram and start using Facebook live feed and to sync this with Instagram stories. • Jackie to contact “Why I Live in Radium Hot Springs” to see if they would help broadcast one item a month. • Jane to change annual task to monthly. • Jane to check policy manual and include section where board adheres to budget. Enter in with SOFI items. • M/S Milke Gray/Judy Fowler to remove names from M/S. Carried. • No need for consent agenda items for our board meetings. • Checklist to be used for 6-month onboarding review.

	<p>c) Annual Letter to the Minister of Education</p> <ul style="list-style-type: none"> Discussed. 	<ul style="list-style-type: none"> Letter to the Minister was approved.
7. Policies	No policy items to discuss.	
8. Correspondence	No correspondence received.	
9. Perpetual Calendar	The Board reviewed the calendar to determine items for the next meeting.	Next meeting to focus on governance as well as other items.
10. Date of Next Meeting	July 16 th , 2019 at 4:30 p.m.	
11. Set dates for August - December Meetings	August 13, September 17, October 15, November 19, December 17	
12. Adjournment	Meeting was adjourned at 3:58pm.	


Secretary (Library Director)


Board Chair