

Radium Hot Springs Public Library Board Meeting

April 19, 2016

4:30 p.m.

1. Call to Order – 4:30 p.m.

2. Members Present:

Jane Thurgood Sagal (chair), Linda Forbes, Joanne Steedman, Jill Logan, Tom Symington, Karen Lawson, Karen Bedford, Jane Jones (library director) Absent: n/a

3. Review Agenda

Two additions – New business, items h & g

4. Approval of the minutes of the February 16, 2016 board meeting

M/S Jill Logan/Tom Symington February 17, 2016 via email that the minutes of the February 16, 2016 minutes be adopted as circulated. Carried.

5. Reports

a) Library Director's Report (Jane Jones)

Weeding of Young Adult Non-Fiction Titles – copies given to Edgewater School and distributed to classrooms.

Action: Joanne Steedman will bring back any leftover titles for the book sale.

KLF Teleconference – March 30, 2016 – budget was finalized.

CBT Grant Proposal Presentation – April 5, 2016. Library director presented our proposal. Results to be announced later.

Author visit (David Smith) – April 14, 2016 at Edgewater School. Excellent presentation. 45 students in the room. Slide presentation. Two of his books have been ordered.

Lego Club update – agreement to postpone this activity until fall as participation has fallen off.

Easter craft on March 19. (Karen Larsen organized this activity which was coordinated by the Library Director.) Five children attended.

b) Financial Report (Linda Forbes)

RHSPL received a \$425.00 donation from Radium's Speed Watch group which has ceased operations. The donation was received with thanks. No action required.

M/S Karen Bedford/Joanne Steedman that the cheque register (cheque numbers 407 to 420) be accepted. Carried.

6. Unfinished Business

a) Annual Report – 2015 Statistics (Jane Jones)

11 volunteers on a regular basis. 4442 volunteer hours.

Action: Jill Logan and Jane Jones will look for previous statistics to illustrate year-over-year statistics.

Action: Add hours spent on the public computer and library facebook hits to the summary of statistics.

Action: Jane Jones will ask Marcus (Wenmar Graphics) about the number of website views.

b) Fundraising

i) Give Back Sundays (Karen Bedford)

Not sure if we will be considered for another Sunday date in 2016.

ii) Garage Sale, May 21-(Jill Logan)

Radium council will be there for a meet and greet.

The firefighters will host a BBQ and open house.

Friday night meeting (4:30 on May 20) for volunteers to sort donations.

Action: let Jill know if you can attend.

Action: Linda Forbes will get the cash float for the required number of tables.

Posters will go up. The garage sale will be advertised on the fire hall facebook page and library facebook page.

Action: Linda Forbes will be in charge of the book sale.

Volunteers: Karen Bedford, Linda Forbes, Karen Lawson and others.

Action: Jane Jones will post a notice that the library will be closed on Saturday, May 21 and inviting folks to the Garage Sale and book sale at the Fire Hall.

7. New Business

a) ***Website*** (Tom Symington) – The page showing trustee names requires some changes.

Action: Jane Jones will speak to Marcus about changes to the trustee list on the website by adding trustee roles and noting her ex officio role.

b) ***Professional Development*** – BCLTA Conference (May 13-14)

Libraries Connect, Richmond, BC

M/S Karen Larsen/Jill Logan that if T. Symington would like to attend the conference that the board will pay up to \$1,000 of his expenses. Carried.

Decision: Designate sufficient funds for professional development in future years.

c) ***Updated Library Director Job Description*** (Jane Jones)

Very similar to that of other small libraries. Some additions with regard to technology were added.

M/S Jill Logan /Joanne Steedman to adopt the updated Library Director job description. Carried.

d) ***Other Fundraising – Book Sales***

- specified long weekends, Saturday mornings, 2 hours. No decisions taken.

e) ***Bighorn Small Talk book*** (Jane Jones)

Action: Karen Bedford will man the book table at the Garage Sale and Book Sale on May 21st and be responsible for issuing receipts.

f) ***Back-up for Library Director's absences***

Proposed vacation the first two weeks of October.

Discussion: options: - reduced hours?

Will need coverage for eight hours for a two-week period.

We do need to plan for absences et cetera.

Discussion tabled until next meeting.

g) Potential Library Programs – Tabled

h) Friends of the Library – Tabled

8. Policies

Action: Tom Symington and Jane Thurgood Sagal will prepare draft policies dealing with Donations, Fundraising, Professional Development, and Library Board (code of ethics, governance, appointments and terms of office, operation, orientation and development, recognition of departing members).

9. Correspondence

- Ministry of Education – 2016 Library Operating Grant

This grant will be maintained at 2015 levels. Three reports required: Provincial Library Grants Report (Annual – March 1), SOFI, and Annual Survey (stats).

- E-mail from C. Reinhardt with regard to a vacancy on the Invermere Public Library board for an Area F trustee.

10. Date of Next Meeting

Monday, May 30, 2016 at 4:30 at the library

11. Adjournment

Minutes recorded by T. Symington

Library Director

Secretary

Board Chair