

Radium Hot Springs Public Library (RHSPL) Board Meeting
January 22, 2019, 4:30 p.m.
Multi-purpose Room, Radium Hot Springs Centre, 4863 Stanley Street

1. **Call to Order:** The meeting was called to order at 4:31 pm.
 2. **Members Present:** Jill Logan, Donna Verboom, Jane Thurgood Sagal, Jacqueline Wagner (library director).
- Regrets:** Mike Gray
3. **Review Agenda:** M/S Jill Logan/Donna Verboom to adopt the agenda as circulated. Carried.
 4. **Approval of the minutes of November 1st, 2018 board meeting.** M/S Jill Logan/ Donna Verboom that the minutes of November 1st, 2018 meeting be adopted as circulated. Carried.

5. Reports:

- a) Library Director's Report – Jacqueline Wagner
 - Programming: Story Time program has been reassessed and will now include more interactive elements. It will also run at a new time 10:45-11:15 am.
 - Registration now required for STEAM program.
 - A new program, knitting club, started on Jan.18th. It will run every Friday from 2:00-4:00 pm.
 - Author tour: Gwenyth Snow will come for a book talk on March 30th. Discussion of honorarium for her travels.
Action: Library Director to speak with Invermere Library and determine a collaborative effort to bring Gwen here.
 - One-to-One reads training session for volunteers in February at the CBAL office.
 - Friends of the Library group will have their first meet and greet in February. Discussion of having a Board liaison in this group.
Action: Library Director to have a discussion with the Friends group regarding alternatives to petty cash request.
 - ILL Book Bags: Discussion to purchase 25 new interlibrary loan book bags for \$265.30.
Action: Library Director to determine if this amount can be withdrawn from office supplies budget line.
 - Board reviewed the consent form created for the email distribution list.
 - Advertising: Discussion to do paid ads for big library events.
 - Free Databases: KLF sent a list of free databases that the Radium Library is eligible for.
Action: Library Director to set up relevant subscriptions.
 - Globe and Mail: Discussion to purchase the Saturday copy of the Globe and Mail newspaper.
Action: Jane to look into pricing and distribute costs to the Board via email. This discussion will resume in April when funding support has been finalized.
 - Monthly stats for 2018 were reviewed. Library usage and circulation increased substantially in 2018. The second half of 2018 shows significant increases in visitors, membership, and computer usage.

b) Treasurer's Report – Donna Verboom

- Donna highlighted the chequing account balance, donations received in November, Big Horn book sales, book bag sales, and grants received along with current grant applications.
- Board discussion regarding Library credit card for Assistant Library Director to make purchases for the library.
Action: Jill to check with Village Office staff regarding an additional Library credit card.
- Discussion regarding donation yet to be received from garage sale items taken to local Thrift Store.
Action: Treasurer to look into the status of this.

6. Unfinished Business:

- (a) Retirement Tea: Need to find a picture of Jane J to crop to create head shot to frame for Library Director's Wall.
Action: Library Director to find a picture of Jane J that was taken at her Retirement Celebration by Library Staff, Pioneer Staff, or other individuals. Picture can be cropped to get a headshot of Jane J.
- (b) Grant updates:
- Jill has submitted CBT grant.
 - CVCF grant request was rejected.
 - Still waiting to hear from RDEK and Village regarding 2019 grant requests.
 - Jane submitted Final Report for 2018 grant request.
Action: Jill to look into options for plaque to acknowledge Panorama Foundation Grant for furniture and materials for Interpretive Children's Centre in the Library. Plaque design to match front signage.
 - Pano grant 2019: Proposal to apply for a grant to fund equipment and materials for Young Adolescents in the library. Pano website states that we need to be invited by someone on the Board to apply.
Action: Jane to email former Library Board member to see who contacted her from the Panorama Foundation to apply.
- (c) Internal signage for library collection: Arnie suggested free standing mobile internal signage that would match the front signage and have a backing that stands up like a photo frame.
Action: Jill will follow up to explore this possibility. If funds are not available in 2019, will include in 2020 CBT request.
- (d) Endowment Fund: Matching donation is on hold for 2019. Need to profile endowment funds raised to date. Design a poster that shows our financial goal: picture of a thermometer showing where we are and goal of \$10,000. Can display at Library and use at special events such as Give Back Sunday.
Action: Jane to supply current endowment fund figures to Jill.
Action: Jill to design "thermometer" poster.
Decision: At the end of each calendar year, Board to determine if \$500 can be dedicated to endowment fund in order to reach the granting threshold of \$10,000.

7. New Business:

- (a) Resignation of Facebook page administrator: Lauren Logan has resigned as the administrator for the Facebook page. Board acknowledged the creative efforts undertaken by Lauren and noted the appreciation of Library patrons, as well.

Decision: Library Director to take over Facebook page administration and/or to delegate this task to Library Staff, as appropriate.

- (b) Library Staff:

- Assistant Library Director hired and Library Assistant hired. Contracts are in process of being signed.

Action: Jill to order name tags for Library staff.

- (c) Fundraising Plan:

- The board reviewed the draft fundraising plan developed by Andrew. Highlights and potential changes were noted.
- Can't decouple communication from fundraising.
- Library has an easy, compelling story.
- Important to ask individuals/groups for donations (e.g., KSCU).
- Need to have "elevator" pitch and draw from 'toolbox' of options to address what potential donor may be interested in.
- Need to focus on endowment fund.
- Need board member to lead fundraising efforts.
- Continue building centralized list of donors and contacts.
- Every newsletter needs to highlight donations, as well as website and facebook site.
- Need to set standards for donor stewardship.

Action: Jane to touch base with Andrew to finalize the plan.

Action: Jane to send thank you to Dee for meeting with Andrew.

Raffle Basket: Idea on hold due to complex, time-consuming paperwork.

Donation Rack Card: The Board reviewed the draft Rack Card and provided revision suggestions.

Action: Jane to revise rack card.

Decision: Print rack cards internally in 2019 with heavier stock paper; explore professional printing in 2020.

Ad Hoc Committee: Initial discussions focused on relying on board resources and bringing in 'experts' as required (as opposed to forming an ad hoc committee to broaden community input).

Board Evaluation Summary: Need to continue to focus on governance issues versus operational tasks.

- (d) Board trustees:

Decision: Keep number of board members at current level.

Action: Jill to contact potential Radium board members to make them aware of board decision to add one new Radium member to the RHSPL Board.

Action: Jane to contact new Area F RDEK representative to welcome her to RHSPL Board.

Recognition of Former RDEK Board Members on RHSPL Board:

Action: Library Director to make a donation to the endowment fund as requested by former RDEK Area F rep (rather than purchasing a gift).

Action: Library Director to purchase gift card for former RDEK Area G rep.

8. **Policies:** No time to review revised and new policies. Moved to next meeting.

9. **Correspondence:** None.

10. **Perpetual Calendar:** No time to review calendar. Moved to next meeting.

11. **Adjournment:** Meeting adjourned at 6:16 pm.

Next Meeting Dates (please note these dates in your calendar and advise of any conflicts):

- Tuesday, February 19 (4:30 – 6:00 p.m.)
- Wednesday, March 27 (4:00 – 5:30 p.m.)
- Wednesday, April 17 (4:30 – 6:00 p.m.)
- Thursday, May 30 (4:30 – 6:00 p.m.)
- Tuesday, June 18 (4:30 – 6:00 p.m.)



Chair, RHSPL Board



Library Director, RHSPL