

Radium Hot Springs Public Library Board Minutes: August 13, 2019

1. **Call to Order:** The Chair called the meeting to order.
2. **Members Present:** Jane Thurgood Sagal, Jill Logan, Jacqueline Wagner (ex officio), Mike Gray, Sandy Eason, Donna Verboom, Sheila Leman, Judy Fowler
3. **Review Agenda:** The agenda was reviewed.

M/S that the agenda be adopted. Carried.

4. Approval of July Minutes

M/S that the July minutes be approved. Carried.

5. Reports

a) Library Director's Report

- We are partnering with WildSafeBC to host BC Goes Wild on Sept 7th from 2:00-5:00pm.
- SRC performer Pico's Puppet Palace will perform on August 15th at 11:00am.
- We will have a booth at the Radium Car Show. Jan will run the button-making booth.
- The director gave an update on CBT Community Technology Program Grant Application. We applied to the RDEK for the Discretionary Grant-In Aid Program and to the Village of Radium to help reach our 30% for the CBT grant. The application is due on August 15th and will be submitted by the director.
- The director requested a change in hours for the winter months. The three hours would be filled by one of the assistants as part of their combined 14 hours. The director will either willingly lose three hours of her 30 hours per week, or will come in outside library hours to do administrative work or other potential options that may be discussed by the board.
- Due to a very busy summer, the ACF license programming has been postponed until the Fall.
- The director discussed applying for a Student Works grant. The application will be submitted on August 15th. The director also proposed applying for a summer student grant for 2020.

TO DO: Jackie to create a summary for the summer student grant to present at the September meeting.

TO DO: Library Board to have an in-camera discussion at the September meeting to discuss the Director's request to adjust her hours in the winter months.

b) Treasurer's Report

- Incoming funds from the past month were reviewed.
- RDEK grant money was received.
- Book sale funds were discussed.

M/S to approve the cheque register. Carried.

c) KLF Report

- The board chair discussed the latest governance committee meeting that occurred via Zoom (online conference software).
- Two new policies are ready to take to the larger KLF board.
- The governance committee reviewed the current KLF policies regarding conduct and confidentiality, conflict of interest, and online motions. No changes were made.
- Jane has joined board chair mentorship program to assist another small library board in the KLF.

6. Unfinished Business

a) Fundraising Plan (July 23 Update)

Activity 1 – endowment fund campaign letters

- The results of the endowment fund campaign letters were discussed.
- So far, \$2,000 has been pledged as a result of the letter writing campaign.
- Another donor has decided to pledge \$25 per month.

Activity 5 – key message descriptions

- Each member of the board presented their key message description.
- Horsethief is starting a local story telling series. Discussion about potential partnership opportunity with the Radium Library.

TO DO: Jane to contact 10 more businesses and recognize those who have already pledged their generous donations in the new letter.

TO DO: Mike to email Jackie information about the Horsethief storytelling partnership.

TO DO: Each member to come up with suggestions about what more our library could do related to a key message (as a way of becoming familiar with the message and generating potential programs for discussion at the September board meeting).

Activity 7 – streamlined lottery process for raffles?

- It was determined that there is not a streamlined process for raffles.
- Discussion about whether or not the raffle basket would be worth it financially.
- Suggestion to consider switching to a silent auction instead.

Activity 9 – monthly emails

- The Director has been slowly collecting patron emails to email the newsletter out on a monthly basis.
- Discussion about including the website link when sending out the e-newsletter.

TO DO: Jackie to send website link when sending out the monthly e-newsletter.

Activity 11 – Friends of the Library Update

- Jackie and Judy updated the Board on the continued success of the summertime mini book sales.

7. New Business

- a) Library website review
 - The board discussed faulty links and changes to be made to the website.
 - The board will resume this discussion at the next board meeting.

TO DO: Jackie to make the requested changes to the website.

- b) Non-Profit Advisors follow-up
 - Item moved to September meeting.

8. Policies: No new policies to discuss.

9. Correspondence: No correspondence to discuss.

10. Perpetual Calendar

11. Endowment Fund Guest – 5:30pm

- Special guest -- Dee Conklin announced that she has pledged \$5,000 to the Library endowment fund in memory of her late husband Rod Conklin.
- Rod was both an educator and the founder of Rundle College in Calgary.
- The board members each expressed their gratitude for this generous contribution.
- The board discussed the possibility of a media event to showcase this generous donation. Laurie Klassen from the CVCF has expressed interest in being involved in the media event.

TO DO: Jackie to talk to Dee and Laurie about setting up a media event.

TO DO: Jane to send out revised summary list of Endowment Fund donations.

12. Date of Next Meeting: September 17, 4:30 p.m.

13. Set dates for Oct-December Meetings (October 15, November 19, December 17)

14. Adjournment: The meeting was adjourned at 6:00 p.m.



Chair, RHSPL Board



Library Director, RHSPL

