

Radium Hot Springs Public Library (RHSPL) Board Meeting

November 1, 2018, 3:30 p.m.

#315, 4875 Radium Boulevard, Radium Hot Springs

1. Call to Order: 3:35 p.m.

2. In Camera Session – Jane Thurgood Sagal, Ron Verboom, Jill Logan, Tom Symington, Donna Verboom

Library Director probationary review. Discussion.

Regular Meeting: 4:10 p.m.

3. Members present: Jane Thurgood Sagal, Ron Verboom, Jill Logan, Tom Symington, Donna Verboom, Jacqueline Wagner (library director)

Regrets: Joanne Steedman

Guest: Emily Mitchell (Village Office)

4. Review Agenda: M/S Jill Logan/Ron Verboom to adopt the agenda as circulated. Carried.

5. Approval of the minutes of the September 20, 2018 board meeting. M/S Jill Logan/Ron Verboom that the minutes of the September 20, 2018 meeting be adopted as circulated. Carried.

Decision: M/S Jill Logan/Donna Verboom that because J. Wagner's probationary period has been successful, the library director's wage will increase in 2019 as outlined in her contract. Carried.

6. Reports

a) Library Director's Report – Jacqueline Wagner

Report included a summary of recent programming (Storytime, STEAM, Author/Speaker updates), notice of a new partnership with CBAL (Books for Kids initiative) and other mutual promotion ideas.

A new "Friends of the Library" volunteer group is being discussed.

Christmas hours were discussed. The library will be open on December 27, 28 and 29.

Action: Ron Verboom will provide a tree for the Library in early December.

The library director proposed a modification in her winter hours that will not affect library open hours.

Slight modifications to the library office entrance will be made to provide more privacy for confidential phone calls and participation in webinar/conference calls.

A review of the library's legal collection has been completed with the assistance of our local LawMatters representative. Staff and volunteers received training on how to refer patrons to online resources.

b) Treasurer's Report – Donna Verboom

Report included a summary of the donations made to date in the Library endowment fund as well as donations made to the Library during the month of October.

7. Advertisement for Radium Hot Springs Public Library Trustee

Due to a recent resignation, a trustee position on the Library board needs to be replaced. The deadline for trustee applications will be December 1, 2018 at 4:00 p.m.

Action: An advertisement will be posted on the Library's website and Facebook page, and print copies will be posted on the library and post office bulletin boards by the Library Director.

Action: The advertisement will be emailed to the Radium Hot Springs Chamber of Commerce by the Board Chair.

8. Jane Jones (Retirement Tea) – Friday, December 14, 1:00 – 4:00 p.m.

Program reviewed. Jane Thurgood Sagal will MC. (Presentation at 3:00 p.m.)

9. 2019 Library Budget

a) Review of 2018 revenue and expenses

b) Projections for 2019 expenses and related revenue

Discussion and adjustments.

Action: The finalized budget will be submitted to the Regional District of East Kootenay by November 15, 2018.

10. Perpetual Calendar

a) Review to determine agenda items for next meeting.

Note: Jane Thurgood Sagal presented Ron Verboom with a token of the library board's appreciation for his dedicated service to the Radium Hot Springs Public Library over his years as the village council's representative on the board. Thank you Ron. This was Ron's final board meeting.

11. Date of Next Meetings

- **November 9, 2018** Fundraising Meeting: 9:00 – 12:30 p.m., Radium Centre multi-purpose room
- **December 6, 2018** Board Meeting: 4:00 – 5:30 p.m., Radium Centre multi-purpose room

12. Adjournment – meeting adjourned at 8:00 p.m.

Minutes recorded by T. Symington


Secretary (Library Director)


Board Chair