

Radium Hot Springs Public Library (RHSPL) Board Meeting
March 27, 2019, 4:00 p.m.
Multi-purpose Room, Radium Hot Springs Centre, 4863 Stanley Street

1. **Call to Order:** The meeting was called to order at 4:04pm
2. **Members Present:** Jill Logan, Donna Verboom, Jane Thurgood Sagal, Jacqueline Wagner (library director), Shelia Leman, Sandy Eason, Mike Gray

Regrets: Judy Fowler

3. **Review Agenda:** M/S Jill Logan/Sandy Eason to adopt the agenda as circulated. Carried.
4. **Approval of the minutes of February 17, 2019 board meeting.** M/S Donna Verboom/Sandy Eason that the minutes of February 17, 2019 meeting be adopted as circulated. Carried.

5. Reports:

a) Library Director's Report (Jacqueline Wagner)

- New programs: Healthy Tech Tots (four-weeks), Block Builders (eight-weeks) and Tech Talk. All will be run in partnership with CBAL.
- Melty Beads Club will now become a monthly or pop-up program.
- Easter Egg Scavenger Hunt: The library will be hosting an Easter Egg Scavenger Hunt on April 20th from 9:00am-11:00am.
- Author Gwenyth Snow will be giving a book talk on March 30th and local author Dauna Ditson will be doing a book launch on June 4th at the library.
- M/S Donna Verboom/Mike Gray to provide a \$100 honourarium to visiting author Gwenyth Snow. Carried.
- Friends of the Library: The formation of this organization is still in progress.
- Proposal to consider a student position with grant subsidies for 2020.

Decision: Library Director to research required dollar amount to budget in preparation for the October budget meeting.

- Birthday Parties at the library discussed.

Decision: The library will not be taking on birthday parties at this time. Room rentals can be done through the Village.

b) Treasurer's Report (Donna Verboom)

Donna noted Big Horn books sold and Library book bags sold, along with grants and donations received in the financial report.

Action: Donna to check on capital asset purchase amount.

Action: Mike to check if the Village grant can go beyond operating costs to programs, books etc.

6. Unfinished Business:

(a) Library Collection Signage: Adopt-a-Sign

- Three signs have been purchased and produced from Sign Artists.

- A display with a sign-up sheet has been set up so people can purchase a sign. It has also been advertised on Facebook.
- Eight more people have purchased signs.
- (b) Panorama Foundation Grant acknowledgement plaque:
 - The sign has been ordered and is almost ready.
- (c) Panorama Foundation Grant Request for 2019:
 - Jane reached out to the Panorama Foundation to receive a grant request form.

Action: Jackie to complete the draft form and send to board for approval. Donna will view draft (April 3) and assist with revision before it is sent to the Board (April 10) for discussion at board meeting (April 17).
- (d) Donation Rack Cards:
 - Cards have been printed on double-sided cardstock and are now in circulation.

Action: Jackie to add logo to the top of the cards. Cards to be distributed to patrons, at Give Back Sunday, and in purchased book bags.
- (e) Endowment Fund “thermometer”:
 - The Assistant Library Director, Jan Campbell, put the thermometer on a large poster to display at the Give Back Sunday Fundraiser.

Action: Jackie to get another copy from Jill to display at the Library.
- (f) Library Director “Wall” – photo of Jane J:
 - Jane Jones brought in a photo of herself that she would like us to use.

Action: Jackie to look into where Jane got her frame. She will then purchase two or three matching frames.
- (g) Fundraising:
 - International Public Library Fundraising Conference: We will know by May 1st if we are able to attend. Sheila and Jane will be the attendees if we are accepted.
 - Review of Fundraising Plan to identify key themes and recommendations (Pair-share activity).
 - Key themes were: communication, addressing donors on individual level, and having an ‘elevator pitch’ for potential donors.
 - Key Recommendations:
 - To initiate a campaign to meet our endowment target. (This has been started with the creation of the endowment fund thermometer.)
 - To continue finding suitable granting organizations.
 - To create a centralized list of donors and library contacts.
 - To set standards for donor stewardship (e.g., thank-you notes).

Decision: Recommendations and activity/timeline matrix to be discussed at next meeting.

Action: Jill to reach out to Brenda Reid about having realtors come to tour the library.

Action: Mike to speak to Council about wayfinding signage for the Radium Library.

Decision: Donna to write thank-you note cards for charitable receipts; Jackie to write for donations that come in to the library.

7. New Business:

- (a) KLF:
 - Trustee Orientation Program – April 27, Cranbrook

Action: Trustees interested in attending to let Jackie know.

 - KLF Spring Meeting – April 12-13, Rossland
- Action:** Library Director and Board Chair to attend.

(b) April 6&7: High –Five Certification and Quest Certification

- Jackie is already certified.

(c) Vice Chair Nomination:

- M/S Mike Gray/Donna Verboom to nominate Sheila for Board Vice-Chair. Carried.

(d) Strategic Plan. No time. Tabled to next meeting.

8. Policies:

- No time to review new proposed policies. Moved to next meeting.

9. Correspondence:

(a) CBT workshop for non-profits

Action: Anyone interested to let Mike know to carpool for May 14th meeting in Cranbrook and May 22nd meeting in Golden.

(b) CBT grant meeting, April 18th, Invermere

Decision: Library Director to attend

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

11. Adjournment: Meeting adjourned at 5:45pm.

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

- 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