

Radium Hot Springs Public Library (RHSPL) Board Meeting
April 17, 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 4:29pm.
2. **Members Present:** Jill Logan, Donna Verboom, Jane Thurgood Sagal, Jacqueline Wagner (Library Director), Shelia Leman, Sandy Eason, Mike Gray, Judy Fowler
3. **Review Agenda:** M/S Jill Logan/Donna Verboom to adopt the agenda as circulated. Carried.
4. **Approve March minutes:** M/S Shelia Leman/Donna Verboom that the minutes of March 27, 2019 meeting be adopted as circulated. Carried.

5. Reports

a) Library Director's Report (Jacqueline Wagner)

- Easter Egg Hunt will be held on April 20th from 9:00-11:00am. There will be a scavenger hunt, crafts, goodie bags, and photos with the Easter Bunny.
- Discussion about purchasing a license to display movies publically.

Action: Jill to speak with Karen at the Village about paying into a shared license.

- Request for the Removal of Materials Form has been developed and put into circulation.
- The Library Director made a proposal to apply for the CBT Community Technology Program.

Decision: Library Director will submit the expression of interest by May 6th, 2019.

- Library Director proposed purchasing a banner sign to help patrons locate the library and signal when the library is open.

Action: Library Director to work with company to come up with custom design to determine final pricing.

- Discussion about having a booth at Market on Main on June 28th to advertise for the Summer Reading Program.

Decision: Library Staff Jan and Jackie will volunteer to run the booth.

b) Treasurer's Report (Donna Verboom)

- The Board reviewed the cheque register, income statement, and MC receipts.
- Action:** Donna to speak with the Village about raising our capital asset threshold.
- The Village office put \$500 into our account to fund the Easter Egg Scavenger Hunt.
 - M/S Mike Gray/Shelia Leman to accept the cheque register and MC expenses for the month. Carried.

6. Unfinished Business

(a) Panorama Foundation Grant Request – Review Draft:

- Jackie has developed a draft request that has been reviewed by Donna, Jane and Sheila.

Decision: Draft approved for submission.

Action: Jackie to email the grant application tomorrow (April 18).

(b) Fundraising Plan Timeline – Pair Review:

- Members reviewed Fundraising Plan Timeline in pairs.

Action: Jackie and Judy to meet and present the board with options for open house idea and they are to create a plan for future book sales.

Action: Jackie to take a collection sign to the Chamber meeting on Tuesday to introduce the Adopt-a-Sign program.

(c) Key Messages for RSHPL – Pair Activity:

- Board reviewed and deepened their understanding of our Key Messages in a pair activity.

7. New Business

(a) Garage Sale

- The 3rd annual garage sale will be held on June 29th from 10:00am-2:00pm.
- A book sale will also take place at the same time.

Action: Judy and Jackie to organize the book sale.

(b) Give Back Sunday - April 28th

Action: Judy and Jackie to organize the book sale beginning at 3:00pm. Jackie, Judy, Jill, Donna and Ron to alternate shifts.

Action: Jackie to prepare Endowment Fund brochures, Newsletters, and bookmarks to distribute.

(c) Online Databases: No time to discuss online databases. Moved to next meeting.

(d) Trustee Orientation Package: No time to discuss package. Moved to next meeting.

(e) Volunteer recognition event:

Decision: The event will be held on June 20, 4:00-5:30pm.

Action: Jackie to develop invitation.

Action: Jill to look into Interior Health regulations.

8. Policies

(a) Review new proposed policies 5.1, 5.2, 7.1.

- M/S Jill Logan/ Donna Verboom to accept new policies. Carried.

(b) Travel Form

- Village travel form being revised.

Decision: In the interim, use RHSPL expense form.

9. Correspondence

(a) Public Libraries Provincial Grant Allocations: Received \$12,936

(b) CBT Community Grant Meeting

Action: Jackie to attend this meeting and speak to the grant proposal on April 18th at 6:00pm.

(c) RDEK Grant Update: Received \$36,887

(d) Board Governance Workshop

Action: Shelia to attend and register online.

10. **Perpetual Calendar:** Calendar reviewed briefly.

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

- Thursday, May 31 (4:00 – 5:30 p.m.)
- Tuesday, June 18 (4:30 – 6:00 p.m.)

12. **Adjournment:** Meeting adjourned at 6:15pm.



Chair, RHSPL Board



Library Director, RHSPL

