

Radium Hot Springs Public Library Board Meeting

April 6, 2017 at 4:30 p.m.

1. Call to Order – 4:30 p.m.

2. Members Present: Jane Thurgood Sagal (chair), Joanne Steedman, Linda Forbes, Jill Logan, Tom Symington, Jane Jones (Library Director)

Regrets: Ron Verboom, Stephanie Schroeder

3. Review Agenda - M/S Jill Logan/Linda Forbes to adopt the agenda as circulated and amended. Carried.

4. Approval of the minutes of the February 21, 2017 board meeting

M/S Joanne Steedman/Jill Logan that the minutes of the February 21, 2017 meeting be adopted as circulated. Carried.

5. Reports –

a) Library Director's Report (Jane Jones)

Easter Crafts – Saturday, April 8 at 10 am

CPR – course coming up at College of the Rockies. Jane Jones is authorized to attend.

Liability Insurance – **Action:** Jill Logan will ask at the village office what our coverage includes.

Weeding – storage space is at a premium. **Action:** Linda Forbes will store the books in her garage on a temporary basis.

Give Back Sundays – no specific date yet. **Action:** Jane Jones will check again.

Thank-you event for volunteers – Linda Forbes offered her house again for a June function. **Action:** Linda will check on cost for food and drinks for 17 volunteers.

Library article in the Pioneer – thank you to Tom Graves for this submission

Provincial reports – Jane Jones and Jane Thurgood Sagal are making progress

KLF Regional Meeting in Cranbrook on May 5 & 6. Jane Jones and Jane Thurgood Sagal will ~~be able to~~ attend

KLF Teleconference on March 29. Administrative details were discussed. The KLF director has resigned.

b) Financial Report (Linda Forbes)

- M/S Jill Logan/Joanne Steedman to approve the "Cheque Log" report for cheques written since the February 21, 2017 board meeting (last Financial Report provided): Cheque numbers 508-522. Carried.
- Audit Documents and Financial Statements

Recommendation: Add another line for anonymous donations given at book sales and to the donation box.

Action: Jill Logan will bring this up with the village bookkeeper.

6. Unfinished Business

- a) Give-back Sundays – Jane Jones (see library director's report above)
- b) Endowment Fund – Jane Thurgood Sagal on behalf of Stephanie

Four questions to be answered prior to signing the agreement with CVCF.

Who is the primary contact for the fund? **Action:** Stephanie to contact Karen Sharp to see if she is willing to be the primary contact.

Who is the secondary contact? The board believes that a secondary contact is not required.

How many years will the CVCF hold the fund? The fund will be held in perpetuity.

What will the fund be called? Radium Hot Spring Public Library Endowment Fund

What is the purpose of the fund? Fund proceeds will be used to enhance programming at the RHSPL.

- c) CBAL grant opportunities – Stephanie Schroeder (Tabled until next meeting)

7. New Business

- a) Book sale – Date: Saturday, April 15, 9:00-11:00 provided the weather is good.
Location: Between the coffee shop and the liquor board store. The library needs to order a new banner for use at book sales.

Action: Jane Thurgood Sagal will help Linda Forbes with books at 8:30.

Action: Jill Logan to contact coffee shop regarding location of April 15th book sale.

Action: Jill Logan will contact Lori Watt at Sign Artists about a banner with the new library logo.

- b) New BC Societies Act – does not apply to us

c) Fund raising: May Garage Sale – we may have to postpone the sale until the new fire truck arrives. **Action:** Jill will contact the fire department about a possible date and storage logistics.

c) Follow-up to NPA Strategic Planning Recommendation – Jane Thurgood Sagal

Action: Jane TS will advise the NPA of our choice of facilitator.

d) Follow-up to NPA Perpetual Calendar recommendation – Jane Thurgood Sagal
The board reviewed the template prepared by Jane TS. Suggestions for additions to the calendar were made. **Action:** Jane TS will update the calendar to include these items.

e) Draft Annual Report – Jane Thurgood Sagal

The board reviewed the draft one-page summary of 2016. No revisions were suggested. **Action:** The library director and library board chair will ask for time on the village council agenda (April 26 at 7:30 pm) to present the annual report to Radium council. Other board members are encouraged to attend.

f) Follow-up to BCLTA Conference – Trustees Round Table

Question #2: What does success look like for a library board and how is our board being successful? (Tabled until next meeting)

8. Policies

a) Two questions with regard to a proposed Volunteer Policy: 1. Are criminal record checks required for all volunteers? 2. At what age do young volunteers require their parent/guardian signature?

Action: The library director will follow up with the RCMP with regard to requirements and cost and with the KLF Director regarding 'best practice' for libraries.

9. Correspondence – Letter from RDEK regarding CBT grant – Jill Logan

A meeting will be held on Tuesday, April 18, 2017 at 6:00 pm at the Lions Hall. Radium library representation is invited to speak to the grant application. **Action:** Linda and Tom will attend. Jill will forward the completed application to Linda and Tom.

10. Date of Next Meeting – Thursday, May 4, 2017 at 4:30 at the Radium library

11. Adjournment – meeting adjourned at 6:12 pm

Minutes recorded by T. Symington.


Secretary (Library Director)


Board Chair