

Radium Hot Springs Public Library Board Meeting Minutes December 17, 2019

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

Regrets: Sheila Leman

3. **In-camera Session (3:30-4:00)**
 - a) Personnel – Library Director
 - Review of draft return service agreement.
 - Vacation Leave and Sick Leave.
 - Succession Plan.

4. **Review Agenda:** The agenda was reviewed.

M/S that the agenda be adopted. Carried.

5. **Approval of November Minutes**

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

6. **Reports**

- a) Library Director's Report
 - Upcoming programs were discussed.
 - CBAL received a grant from CVCF to launch a Granny Goose Program at the Library. This program will begin mid-January.
 - Grant agreements for the CVCF and CBT Tech Grant have been signed and a portion of the payment from each will be released soon.
 - Discussion around recognition for notable donors to the Endowment Fund.
 - Staff performance reviews for 2019 are complete.

TO DO: Jill to speak with Sign Artists to order leaf design for notable donor wall.

Decision: The minimum donation required for a leaf on the Endowment Fund notable donor wall was determined to be \$3,000.

TO DO: Jackie to apply for the KSCU grant to go towards the purchase of an office door.

- b) Financial Report
 - Incoming funds from the past month were reviewed.
 - Balance sheet and account balance discussed.
 - Endowment Fund donations discussed.
 - Community Initiative Grant for 2020 discussed.

- Discussion around purchasing an office door.

M/S to approve the cheque register for the month of November. Carried.

M/S to purchase a door for the office. Carried.

TO DO: Jill to organize door purchase and measurements.

TO DO: Library board to engage in fundraising campaign for 2020 to achieve \$30,000 goal in Endowment Fund.

TO DO: Jill to make an inquiry regarding an up-to-date Endowment Fund thermometer.

c) KLF Report

- Executive committee updates
- Performance review finalized.
- The KLF has purchased a license for staff from member libraries to take a course with niche academy called: "A Librarian's Guide to Homelessness."
- Thanks to joint funding from the BC Lunch Association and the KLF, we now have a radon lending kit so that our patrons can borrow the kit and test radon levels in their homes.

7. Unfinished Business

a) Fundraising Plan (Dec 4 Update)

Activity 1 – endowment fund campaign

- The board reviewed a record of the current status of campaign letters.
- More donations were received.
- The Director will ensure all donors (including Endowment Fund donors) are invited to the 2020 donor/volunteer recognition event.
- Donor challenge discussion.

Activity 5 – key messages (Judy/Jill)

- Board members individually picked their top four and discussed with a partner.
- Jackie presented staff key message revisions.

TO DO: Jackie to add revised wording to Key Messages and send out to board.

Activity 11 – Friends of the Library Update

- Discussion about the future of the Friends of the Library.
- Discussion to form a leadership team to create an informal Friends group. (Leadership team to be comprised of the Director, a board member and 3-8 volunteers).

Decision: Jane to be a (volunteer) consultant to help with the formation of the Friends Group.

Decision: Judy to be a liaison for the Friends Group.

Decision: The board will dedicate a portion of the proceeds raised by the Friends group to the Endowment Fund annually.

Activity 14 – 2020 “new” grants

- BC Community gaming grant discussed.

Decision: In January, the board will review each item on the fundraising plan to determine next steps and will review aspects of the plan each month.

TO DO: Jackie to look into BC Community Gaming grant for 2020.

TO DO: Jane to make revisions to the fundraising plan and send to the board.

b) Library Website Review:

- Using the Library (Judy), Online Resources (Donna), Find Books and More (Jane)
- Board members presented their comments on the website.

TO DO: Jackie to make recommended updates/changes.

c) Proposed Library Hours (Oct 24 draft)

- Proposed Library hours discussed.

Decision: Priority 1 hours will commence January 1, 2020 for the library assistants. The possibility of increasing to the Priority 2 hours will be discussed when the amount of the RDEK grant is known in the Spring.

8. New Business

a) Non-Profit Advisors Program Follow-Up (November 2019 Update)

- Recommendation for Risk Management Consulting.

Decision: The board will move ahead with the NPA Risk Management Consultant program.

TO DO: Jane to be involved in the process and to contact the NPA program to find a consultant.

b) AKBLG Convention:

- Discussion around the AKBLG Convention (April 24-26th, 2020)
- The Convention’s trade show will take place in the Library facility, and the Library will close for two days as a result.
- Staff roles to be determined in the months to come.

c) Canal Flats Reading Room (Sheila)

- Discussion on acknowledging book donations to the Canal Flats reading room in our annual report.

d) CBT Community Initiatives Grant

- Discussion around applying for the grant to purchase outdoor deck furniture.

TO DO: Jackie to apply for CBT Community Initiatives grant to purchase deck furniture.

e) Trustee Orientation Checklist Review

- The trustee orientation checklist was reviewed.

f) Board Evaluation 2019

- The board reviewed the summary of the 2019 board evaluation.
- Overall the evaluation was positive.
- Board members felt they could improve their knowledge of the Library Act.

g) New Trustee:

- Prior to the meeting, the board had approved (via email) our newest member –Abby Kokolski.
- Jane has already emailed Abby a welcome package and invited her to our January meeting.

h) Board roles:

- Board roles for 2020 were discussed.

M/S for Sheila to become Chair in 2020. Carried.

M/S for Donna to be Treasurer in 2020. Carried.

M/S for Judy to become the Friends Liaison in 2020. Carried.

9. Policies: No new policies to discuss.

10. Correspondence: No correspondence to discuss.

11. Perpetual Calendar: Calendar was reviewed for upcoming items to focus on in January.

12. Date of Next Meeting: January 21, 3:00 p.m.

13. Adjournment: The meeting was adjourned at 6:02 p.m.

2019 Chair, RHSPL Board

2020 Chair, RHSPL Board

Library Director, RHSPL