

Radium Hot Springs Public Library Board Meeting

February 21, 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, Ron Verboom, Stephanie Schroeder, Jane Jones (Library Director)

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

4. Approval of the minutes of the January 17, 2017 board meeting

M/S Joanne Steedman/Linda Forbes that the minutes of the January 17, 2017 meeting be adopted as circulated. Carried.

5. Reports –

a) Library Director's Reports (Jane Jones)

- The weeding of books over ten-years old continues
- Jan Campbell will work for Jane J when she is away
- Children's craft programs on Saturdays have been very successful
- The architect of the new facility visited the library to discuss requirements for the new building
- KLF's new STEAM Program – Science-Technology-Engineering-Arts-Math (There will be two KLF conference calls prior to a spring meeting of members)
- Edgewater School was able to use a number of the weeded books
- Canada's 150th birthday celebration – augment and display our Canada collection
- Give-Back Sundays – **Action:** Jane will ask for notification of a date for the library
- DRAFT 2016 Provincial Library Grants Annual Report (attached to agenda). Discussion, edits and additions. Report ready for submission.

b) Financial Report (Linda Forbes)

- M/S Joanne Steedman/Stephanie Schroeder to approve the "Cheque Log" report for cheques written since the Nov 29th, 2016 board meeting (last Financial Report provided): **469, 470, 477-479, 490-507 and 516.** Carried.

6. Unfinished Business

a) Non-Profit Advisors (NPA) Program Meeting – see summary attached to agenda.

Recommendations have now been received and circulated.

1. Planning & Direction: The Library could benefit from a strategic planning session

Action: Jane TS will send a follow-up email with regard to funding a consultant to facilitate the strategic planning session.

2. Material Resources: The library could pursue targeted funding for new furnishings **Action:** May/June 2018 (near completion date of new building)

3. Human resources:

a) **Emergency short-term succession plan** – **Action:** fall budget meeting.

b) **Volunteer Management:** Pulling in people according to their interests and expertise – **Action:** check links provided in NPA Summary

4. Financial Management:

a) **Funds and Sources** (to be examined)

b) **Audit/Oversight** (to be examined)

5. Legal/Risk management – low priority for our board in 2017 due to other commitments.

6. Administration/Management:

a) **Structure;**

b) **Knowledge Management** - **Action:** continue with the current development of an operations manual and a perpetual calendar with key dates

c) **Policy** – **Action:** address any gaps that exist (see links in NPA Summary)

7. Governance – see recommendations. For future discussion

8. Community Relations – For future discussion

b) Endowment Fund – Linda Forbes, Tom Symington, Stephanie Schroeder

M/S Stephanie Schroeder/Jill Logan that the Radium Hot Springs Public Library establish an endowment fund with the Columbia Valley Community Foundation. Carried

Action: Stephanie Schroeder will contact the CVCF as to the formal procedure for establishing the fund.

c) Books for Babies, contact info for newborns – Stephanie Schroeder

Invermere Public Library provides the books to the public health department. The program is financed by a \$400/year grant from CBAL. It's a KLF program.

Action: Stephanie will investigate further with CBAL regarding potential grant opportunities for the RHSPL.

7. New Business

a) 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.

8. Policies

a) Suggestions for further policy development. Tabled.

9. Correspondence – Email from BCLA ED – Resources and Policy Challenges Survey.

None of our books has been challenged, so this survey does not apply to us.

10. Date of Next Meeting – Thursday, April 6, 2017 at 4:30

11. Adjournment – meeting adjourned at 6:15 pm

Minutes recorded by T. Symington.


Secretary (Library Director)


Board Chair