

Radium Hot Springs Public Library (RHSPL) Board Meeting
February 19, 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 4:30 p.m.
2. **Members Present:** Jill Logan, Donna Verboom, Jane Thurgood Sagal, Jacqueline Wagner (library director), Shelia Leman, Sandy Eason

Guests: Michael Murphy (Auditor), Clara Reinhardt (Mayor)

Absent: Mike Gray

3. **Review Agenda:** M/S Jill Logan/Donna Verboom to adopt the agenda as circulated. Carried.
4. **Approval of the minutes of January 22, 2019 board meeting.** M/S Jill Logan/ Donna Verboom that the minutes of January 22, 2019 meeting be adopted as circulated. Carried.

5. Reports:

a) Auditor's Report (Michael Murphy, BDO):

- Two documents were presented: draft financial statements and letter to the board to review aspects of the audit.
- The auditor summarized the letter to the board and discussed engagement objectives, the audit strategy, risks and planned audit responses, materiality, audit fees, fraud considerations, modifications in opinion and management representations.
- The auditor reviewed the financial statements and explained that our revenue and expense variances were due to the recent expansion of the library.
- The order of the audit report was changed this year. The qualified opinion was placed at the beginning of the report instead of at the end.
- The auditor noted that verification of donation revenues was limited to the amounts recorded in the records of the Radium Hot Springs Public Library.

b) Clara Reinhardt (Mayor):

- The mayor noted that any tax increase is based on various services in the community.
- It was noted that the RDEK may be unable to fund the total 2019 budget request by the library.

c) Library Director's Report (Jacqueline Wagner)

- Two new programs established in partnership with CBAL: Healthy Tech Tots and Lego Lovers. Both will begin in April.
- The new Melty Beads Club program will run for the month of March on select Saturdays.
- The Director provided an overview of programs currently in place.
- Author tour: Gwenyth Snow will come for a book talk on March 30th. Discussion of honorarium for her travels.

Action: The director will discuss alternatives to petty cash request.

Professional Development Summary:

- CATS Conference 2018: The Director noted that this conference was extremely beneficial to gain an understanding of current youth programming trends. The Library's programs were revised and new ideas implemented. Additional programming ideas to be implemented in the future.
- Royal Roads – Program Planning and Evaluation Course: This course increased the Director's capacity to monitor and evaluate programs using processes of stakeholder engagement, inquiry and reflection to optimize program performance. The director uses the developmental evaluation approach learned in this course when performing program evaluations.

d) Treasurer's Report – Donna Verboom

- A credit card for Jan has been ordered.
- Wayne Frater was contacted and he provided a \$200 payment for the garage sale items.
- Sold 1 bighorn small talk book – there are now only 10 copies left.
- Mrs. Jackson made a \$10 donation to put towards the craft program.
- The bookkeeper will now enter grants into their software program; the Board Treasurer will do a back-up.
- Library Income Statement was discussed.
- An income tax receipt will be issued for all donations; money received in the donation box for used books will be noted as book sale funds.

6. Unfinished Business:

(a) Library Collection Signage:

- Laurie at Sign Artists did a few drafts for signage, they were presented by Jill.
- Donna Verboom suggested doing an 'adopt-a-sign' fundraiser.
- Donna also suggested putting on a movie fundraiser.
- Clara mentioned that we would have to pay a licensing fee and pay for the movie. This can probably be done through Socan.

Action: Jackie to look into whether or not we can publically broadcast IndieFlix.

Action: Donna and Jill to look into fundraising and adopt-a-sign.

(b) Panorama Foundation Grant acknowledgement plaque:

Action: Jackie to ask Laurie to do a mock-up sign that we would pay for. The mock-up would be for the Pano acknowledgement sign. Jackie will write a blurb to put on the one-sided sign. Jackie will also ask to see if we are able to put a small acknowledgement plaque on the signage if we employ the adopt-a-sign fundraiser.

(c) 2019 Panorama Foundation Grant:

- We need to be invited by a Foundation member to apply for this grant.

Action: Jane will look into finding a contact for this grant.

(d) Donation Rack Cards:

Action: Jackie to print out donation rack cards on double-sided cardstock.

(e) Endowment Fund “thermometer”:

- The Village office created a thermometer of our endowment fund that shows where we are and where we need to be. It will be displayed at fundraising events and in the library.

Action: The Assistant Library Director, Jan Campbell, will put the thermometer on a large poster.

(f) Library Director “Wall” – photo of Jane J:

Action: Jackie to message the Pioneer to see if they have a photo of Jane that we could use.

7. New Business:

(a) Provincial Library Grants Report 2018:

- Presented by the Library Director.
- Draft reviewed by the Board.

Action: Jackie to make edits and send final report to the Board.

(b) KLF Survey Questions:

- Jane presented a summary of the Board’s responses
- Highlights of the summary include:
 - Additional funds from the KLF could be used to support library programs and professional development for library directors and for trustees.
 - An advocacy plan would give us an elevator pitch for potential funders, and it could be used to show the value of libraries in a community.
 - Our library would like to communicate with local businesses and create a trustee recruitment package.
 - Collaboration helps us share resources and provides more opportunities for author visits and other programs that are otherwise too costly.

(c) International Public Library Fundraising Conference:

- The Board discussed having a representative or two from our library attend this conference to learn about fundraising opportunities.

Action: Jackie to send out conference and registration information to the Board.

8. Policies:

- The Board reviewed changes to the policy manual.

Action: Jackie to develop a request form to remove a book from the library.

Action: Donna to email proposed wording for section 7.1.7 to Jane.

Action: Donna to send a charitable receipt criteria to Jackie.

- Discussion of new policies is tabled to next meeting.

9. Correspondence: None.

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

11. Adjournment: Meeting adjourned at 6:24.

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

- Wednesday, March 27 (4:00 – 5:30 p.m.)

- 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