

## **Radium Hot Springs Public Library Board Minutes: July 16, 2019**

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

**Regrets:** Sheila Leman, Judy Fowler

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

**M/S that the agenda be adopted.** Carried.

4. **Approval of June Minutes**

**M/S that the June minutes be approved.** Carried.

### **5. Reports**

#### **a) Library Director's Report**

- The director gave an update on the Summer Reading Club. Library staff have implemented a 7-week program that runs twice a week for an hour and a half each time. In the first two weeks, there has been an average of 15 participants per day.
- The director suggested applying for a summer student grant for 2020 to help run this program.
- The director gave an update on CBT Community Technology Program Grant Application. We are currently working in partnership with the Invermere Library to determine the best items to purchase for our communities.
- CBT has also provided an advisor to help with the application process. The application is due on August 11<sup>th</sup> and will be submitted by the director.
- Request for a button maker to serve both as a fun craft and promotional tool for the library.
- The director is in the process of setting up the ACF license to display movies. This program should be up and running by the next board meeting.
- The Instagram account is currently in the process of being set up.

**M/S to approve the purchase of a button maker.** Carried.

**TO DO: Jackie to purchase a button maker for Library programming.**

#### **b) Treasurer's Report**

- Discussion about donor recognition consistency.
- Incoming funds from the past month were reviewed.

**M/S to approve the cheque register.** Carried.

c) KLF Report

- The board chair discussed the latest governance committee meeting that occurred via Zoom (online conference software).
- There are plans to update and expand the KLF website.
- The KLF has sponsored upcoming SRC guests “Pico’s Puppet Palace” and “Let’s Talk Science.”
- Discussion around the consortium purchases policy and its benefits for our library.

**6. Unfinished Business**

a) Fundraising Plan (June 23 Update)

Activity 1 – brochure distribution

- Brochures were distributed to board members at the end of the meeting.

Activity 2 – donor acknowledgement (Canada Helps)

**TO DO: Jackie to contact Canada Helps to set up an account to view our donor information.**

Activity 5 – Key message revision

- It was decided that messages 3, 4 and 5 were similar and focused mainly on the Village of Radium.
- Discussion to broaden these messages and make them more intuitive.
- Proposed changes were made and approved.

Activity 6 – Set up ad hoc committee

- Proposal made to set up an ad hoc committee to help us promote our fundraising efforts to get the Endowment Fund up to the \$10,000 threshold.
- The board decided to send a letter to prominent businesses to reach granting threshold.
- Discussion around starting a Facebook donation challenge.

**TO DO: Jane to draft RHSPL Endowment Fund Campaign letter. Once approved, letter will be sent to selected businesses.**

Activity 7 – Streamlined lottery process for raffles?

- The activity was postponed to the next meeting.

Activity 14 – Brainstorm potential grant organization

- We have currently applied for two new grant opportunities in 2019 – the CBT Technology Program Grant and the CBT Event Sponsorship Grant. In 2020, Jackie will look into the possibility of applying for a multiculturalism grant.

b) Garage sale debrief

- This year was a tremendous success.
- A proposal was made to refuse book donations for next year’s sale.

## 7. New Business

### a) RHSPL Stats: 3- year comparison

- A few highlights from the comparison: New registrations have more than tripled, active resident card holders have increased by 34%, in-person visits have more than doubled, there has been a 66% increase in website and catalogue page views, and we increased our circulation of print books by 75%.

### b) Elevator speech

- Each board member expressed the reasons they decided to join the board, and highlighted the benefits of having a library in our community.
- Some of the highlights were: increasing services to other rural areas such as Canal Flats, that libraries are equitable and free to access, what's good for the community is good for individual community members, dedication to keeping the Library in Radium and helping it grow.
- It was noted that each Board member brings their own unique expertise and experience.

### c) Donations

- Donations to Library: Discussed in Financial Report.
- Endowment Fund Donations:
  - Discussed approaching businesses and community members who are skilled in raising funds to draw on their expertise.
  - More prevalent for those who have involvement in the library.
  - Suggestion to encourage our current donors to encourage someone else like-minded to make a donation.
  - Proposal to make annual donations to Endowment Fund from Library funds in order to reach granting threshold.
  - Decision to try Endowment Fund Campaign letters before implementing other strategies or proposals.

### d) Governance

- Review of the Trustee Orientation Handout. Highlighting the importance of evaluations, transparency and modernization.
- It is important to understand where our funds come from, to understand the needs and wants of the community, to ensure that funds are directed to needs and wants, and to place an emphasis on the term trustee vs the term director. Discussion around the importance of understanding the language and distinctions.
- Looked at two governance documents. Key messages were to provide guidance, monitor management, advocate for the library, fundraise and plan for the future.
- Discussion around board governance vs. management.
- Compared with Trustee Orientation Program training.

**8. Policies:** No new policies to discuss.

**9. Correspondence:** No correspondence to discuss.

**10. Perpetual Calendar**

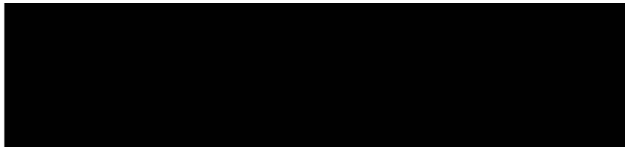
- Board members to review respective sections of Library website for next month's meeting.
- Next month we will look at NPA follow-up.

**11. Acknowledgement:** The Board congratulated the Library Director on a successful year and acknowledged their gratefulness for her energy and accomplishments.

**12. Date of Next Meeting:** August 13, 4:30 p.m.

**13. Set dates for Sept-December Meetings** (September 17, October 15, November 19, December 17)

**14. Adjournment:** The meeting was adjourned at 6:08 p.m.



Chair, RHSPL Board



Library Director, RHSPL