

## **Radium Hot Springs Public Library Board Meeting**

**May 30, 2017 at 4:30 p.m.**

### **1. Call to Order – 4:30 p.m.**

**2. Members Present:** Jane Thurgood Sagal (chair), Joanne Steedman, Jill Logan, Tom Symington, Ron Verboom, Stephanie Schroeder, Jane Jones (Library Director)

**Absent:** Linda Forbes

**Guest:** Laurie Klassen, Executive Director

Columbia Valley Community Foundation (CVCF)

### **3. Presentation: Laurie Klassen, CVCF**

Background - community foundations in Canada and the CVCF

Purpose of endowment funds – to establish sustainable, long-term funding for your organization

CVCF investments – either with Columbia Basin Trust (CBT) at 5% (no fee) or with the Vancouver Community Foundation which supports all of the 32 foundations that exist across BC. The latter investment enables CVCF funds to be invested with a large pool of funds to take advantage of market growth.

CVCF administration fee - .5% annually

There is an option to reinvest the yearly payout

Donors – may make cash donations, donations by cheque or gifts of securities. On-line donations may be made through the Canada Helps portal. Select Radium Hot Springs Public Library (RHSPL). The RHSPL endowment fund could be the beneficiary of an RRSP or a life insurance policy.

New Vancouver Foundation program – if a donor makes a new bequest of \$100K to a CVCF fund, the individual will be given \$10,000 to allocate to a fund of their choice.

#### **Fund Promotion Actions**

- 1) Initial blurb: Jane TS and Laurie
- 2) Fund description (Village of Radium Hot Springs website) with link to library website: Jill
- 3) Photos and blurb for the CVCF website: Stephanie and Jane J
- 4) Press release with photo - Jane J, Stephanie/Linda, Ron and Laurie
- 5) Fund description and link to Canada Helps (RHSPL website): Jane TS and Tom
- 6) Patron handout in the library: Eventually

**4. Review Agenda** - M/S Jill Logan/Joanne Steedman to adopt the agenda as circulated. Carried.

**5. Approval of the minutes of the February 6, 2017 board meeting**

M/S Joanne Steedman/Stephanie Schroeder that the minutes of the April 6, 2017 meeting be adopted as circulated. Carried.

**6. Reports –**

a) Library Director's Report (Jane Jones)

- Edgewater School May Visit Report – Met the children and parents of next fall's kindergarten class. Many dads were in attendance. Edgewater School enrolment is up for next year.

- Ideas for Canada Day celebration on July 1 and Radium Days Parade Saturday, June 24:

**Action:** Joanne's class will provide Canada 150 artwork for the library windows.

**Action:** Jane Jones and Stephanie will coordinate the library's participation in the Radium Days Parade.

-Summer Reading Club – Location, Staffing, Student

Challenges exist because of construction at the park: book storage

**Action:** Jane Jones and Jill will coordinate a solution. Jill will verify student honorarium.

- Book sales –

Sales will only be held on long weekends. Location: between coffee shop and liquor board store. New Radium library banner is ready. Discussion for July long weekend tabled to June meeting

- Library Director's holiday schedule (July 10 – July 24). **Action:** Jane Jones will coordinate coverage

b) Financial Report (Jill Logan for Linda Forbes)

- M/S Ron Verboom/Jane Thurgood Sagal to approve the "Cheque Log" report for cheques written since the April 6, 2017 board meeting (last Financial Report provided): Cheque numbers 523 – 540 (with the exception of cheques 537 and 538 that haven't been issued yet). Carried.
- The library has received grants from the Village and the CBT (strategic planning).
- Donna Verboom submitted the provincial SOFI report.

**7. Unfinished Business**

a) CBAL grant opportunities – Stephanie Schroeder

- CBAL's year-end was the end of February. We have a year to investigate grants.

b) Fund raising: Garage sale – Jill Logan

- July 29 would be the first opportunity to hold the sale. Proposal to collaborate with the Radium Rotary Community Garden volunteers. **Action:** Jill Logan

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

- We have demonstrated our commitment to the CBT. **Action:** Jane will check with the facilitator about her proposed visit to the library.

d) Presentation of Grant Request to RDEK meeting – Linda Forbes and Tom Symington - Linda and Tom attended and presented our request. Waiting on confirmation letter.

e) Presentation of Annual Report to Village Council – Jane Thurgood Sagal and Jane Jones. Successful.

## **8. New Business**

a) Volunteer Recognition Event

- Proposal: Monday or Tuesday in June from 5 – 7 at the coffee shop. **Action:** Jill (17 volunteers + board members)

b) Library Banner – Jill Logan

- The banner was presented.

c) Liability insurance – Jill Logan

- The Radium Public Library is covered under either the Village or RDEK policy. The Village requires a board resolution confirming the names of the library volunteers.

d) Resolution confirming library volunteers – Jill Logan

- M/S Jill Logan/Joanne Steedman that the following 13 individuals are volunteers at the Radium Hot Springs Public Library: Tom Graves, Lynda Shepherdson, Trudy Veres, Barry Jones, Mike Novinger, Gaby Goodwin, Samuel Kendler, Jan Campbell, Marg Hodson, Phyllis Jackson, Judi Ellison, Maureen Fjeld, Deb Barch.

e) Follow-up to BCLTA 2016 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)

## **9. Policies**

a) Suggestions for further policy development (tabled until next meeting)

## **10. Correspondence – none**

## **11. Date of Next Meeting – Tuesday, June 20, 2017 at 4:30 at the Radium library**

**12. Adjournment** – meeting adjourned at 6:15 pm

**Minutes recorded by T. Symington**



**Secretary (Library Director)**



**Board Chair**