

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

**November 21, 2017 at 3:30 p.m.**

### **1. Call to Order – 3:30 p.m.**

**2. Members Present:** Jane Thurgood Sagal (chair), Jill Logan, Linda Forbes, Tom Symington, Joanne Steedman, Ron Verboom, Jane Jones (library director)

**Regrets:** Stephanie Schroeder

**3. Review Agenda** - M/S Joanne Steedman/Linda Forbes to adopt the agenda as circulated and amended. Carried.

### **4. Approval of the minutes of the October 12, 2017 board meeting**

M/S Ron Verboom/Linda Forbes that the minutes of the October 12, 2017 meeting be adopted as circulated. Carried.

**5. Guest: Clara Reinhardt** (tentative) – not available today.

### **6. Reports**

#### **a) Library Director's Report** (Jane Jones)

- Role of trustees and the library director in the planning of the new library

Three desks and a fireproof book return box were included in the architectural plans for the new library. The remaining furnishings fall under the purview of the library director.

- Steam program. Money is available: \$180.00 (from KLF) + \$200 (from government)

**Decision/Action:** Jane J. will place an order for one of these kits.

- iPad training for patrons (Lauren Logan). Action: Jane J. will organize an afternoon session a week Friday (December 1).

- New library space. A tentative floor plan exists. It is subject to minor changes.

- 2018 KLF meeting. Plans for Radium/Invermere to co-host next October.

#### **b) Financial Report** (Linda Forbes)

- Report circulated and discussed.

M/S Jane Thurgood Sagal/Joanne Steedman to approve the cheque register (cheques #536 to #587). Carried.

#### **c) NPA Workshop Report** (Jane Thurgood Sagal)

Jane attended two workshops offered in Golden on November 18.

- 1st session: Non-profit Governance (very good, but KLF offers good sessions as well, with important references to the library act).

**Action:** Library board to develop a “tag line” to answer “What is the mission of the library?” and “What is my role as a library board member?”

- **2nd session:** Effective meetings

**Action:** Keep current practice of trustees emailing potential agenda items to Chair prior to the meeting and/or adding agenda items at the beginning of the meeting.

## **7. Unfinished Business**

a) **Panorama Grant application update** (email summary from Stephanie Schroeder ) – The library has been asked to refine an idea or theme for this grant.

**Action:** Jane Jones and Jane Thurgood Sagal will work on revising our application as requested, and will forward to Stephanie by Thursday, Nov. 23/18.

b) **RHSPL Endowment Fund (Columbia Valley Community Foundation)** – Tom Symington

- A reminder that the information about this fund has been posted on both the library and Village of Radium Hot Springs websites. There is still no brochure available for distribution at the library or elsewhere in town. December is a significant month for charitable donations, and it is important to reach as many patrons and residents as possible with fund information.

**Action:** Jane Thurgood Sagal will follow up with Laurie Klassen at the Columbia Valley Community Foundation.

c) **DRAFT 2018 – 2022 Strategic Plan** – Jane Thurgood Sagal

Final revisions were made and the items still requiring decisions were examined and answered.

### **Draft RHSPL Community Survey**

The draft survey was reviewed, discussed and approved.

**Action:** Ron Verboom to canvas local businesses for donation of gift cards etc. for draw prizes.

The Village office can place a message about the survey in the water bill. Links to the survey will be provided on the Village website, library website. It will be publicized in the Edgewater School newsletter and other venues. Strata building managers will be contacted and encouraged to contact unit owners with the information.

**Action:** Jane Thurgood Sagal will ask Becky Pelkonen (Handspun Consulting) about survey collection details.

d) **Board evaluation:** What does success look like for a library board and how is our board being successful? Result summary was examined and discussed.

## **8. New Business**

a) **Increase in library hours:** Follow-up to Jane Jone's feedback during her Annual Review.

Discussion. Decision – we will revisit this issue in the spring.

b) **Board trustee Terms of Office to December 31, 2019**

- Linda Forbes (treasurer) – has agreed to stay on until house is sold.
- Jill Logan (Village of Radium Hot Springs trustee) – has agreed to another two-year term.
- Jane Thurgood Sagal (Village of Radium Hot Springs trustee) – has agreed to a two-year term and has agreed to remain in the position of board chair for 2018.

**9. Policies** – Item tabled to our January meeting. The Finance Policy needs to be revised.

**Action:** Jill Logan will circulate a revised Finance Policy prior to the January meeting for adoption at the meeting.

**10. Correspondence** - none

**11. Perpetual Calendar**

- Policy review added to January

**12. Date of Next Meeting** – Tuesday, January 16, 2018 (3:30 pm at RHS Public Library)

**13. Adjournment** – meeting adjourned at 5:15 p.m.

Minutes recorded by T. Symington

  
**Secretary (Library Director)**

  
**Board Chair**