

Radium Hot Springs Public Library Board Meeting

February 20, 2018, 3:30 p.m.

Radium Hot Springs Public Library (RHSPL)

1. Call to Order – 3:30 p.m.

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

Regrets: Joanne Steedman

Guests: Mayor Clara Reinhardt, Michael Murphy (Auditor, BDO Canada LLP)

3. Review Agenda - M/S Jill Logan/Stephanie Schroeder to adopt the agenda as circulated. Carried.

4. Approval of the minutes of the January 16, 2018 board meeting

M/S Jill Logan/Ron Verboom that the minutes of the January 16, 2018 meeting be adopted as circulated. Carried.

5. Reports

a) Library Director's Report (Jane Jones)

- Steam Program – the library has received the materials. A volunteer student will sit in on one of Invermere's programs to learn all about it. He will help with presenting the program in Radium, as well as with other tasks.
- CBAL - Sandi Kalesnikoff met with the library director to check out the library space prior to offering a free iPad seminar for seniors in our facility. There was also a discussion about setting up a location in Radium for a book donation/borrowing stand.
- Ancestry.com – An annual subscription has been ordered. Jane J. received an email with instructions regarding how to make the Ancestry website available on the RHSPL website.
- A KLF-sponsored touring performer is available for a visit during the summer at a cost of \$300.00. The KLF has indicated that there will be a grant for seven small libraries to help defray the cost. **Action:** Jane J. will ask for further information about the content of the proposed program.
- Give Back Sunday – March 18 has been reserved for the library. **Action:** Board members to promote this fundraiser with family, friends, colleagues, library volunteers et cetera.

b) Financial Reports

Annual Audit - Michael Murphy, DBO auditor

Mr. Murphy presented the draft audit of the library's financial statements for the year ending December 31, 2017. He first discussed the terms of reference, objectives, strategy and risks and

planned audit responses as well as several other topics (including audit fees) covered in the explanatory letter he distributed to board members prior to an examination of the financial statements. Discussion included the timing of the distribution of the draft to provide trustees with time to review the documents prior to discussion with the auditor. The audit contract itself was discussed, as it is up for renewal.

Mr. Murphy then reviewed the financial statements in detail and answered questions.

Treasurer's Report – Linda Forbes

BCLTA membership invoice has been received (Feb. 1, 2018 to Jan. 31, 2019 - \$215.14).

M/S Ron Verboom/Linda Forbes to pay this membership fee. Carried.

M/S Linda Forbes/Jill Logan to accept the cheque register (including electronic transfers) from January 1, 2018 to February 19, 2018 in the amount of \$2324.45. Carried.

6. Unfinished Business

a) Restaurant certificate for online survey draw (Ron Verboom): Dinner for two at Helna's Stube – first prize

Gift basket – second prize donated by the CBT

Action: Jill to contact winners. Winners to pick up their prizes at the library.

Winners – Sharon Little and Brad Thom

b) 2018 Budget request (Clara Reinhardt) – The Village has yet to review the submitted budget request.

With regard to RDEK support, Columbia Valley directors now have to decide if they want to increase taxation and if so, by what amount. It will be very important for the library to carefully track its numbers and showcase its improvements to justify any grant increases for 2019. It will be important for trustees to advocate strongly for any desired increases in funding.

Name of the new hall – Radium Hot Springs Centre.

c) Endowment Fund donations – General discussion with input from Mayor Reinhardt and Mr. Murphy.

7. New Business

a) Provincial Library Grants Report 2017 – thanks to Stephanie Schroeder and Jane Jones for their contributions to the report which is required by the province and which must adhere to a particular template. The report needs to demonstrate how RHSPL programs align with the 2017 Strategic Plan goals and with the four strategies in the Provincial Library Strategic Plan.

Action: Jane Jones will submit this report online by the March 1st deadline.

b) Personal data collection – identify and define handling of data. **Action:** Jane will let us know what data she collects when people register for a card and the board will examine how we store and handle this information.

c) BC Rural Network – discussion.

d) Columbia Valley Community Foundation – The foundation will require a few high-resolution pictures for its annual report and website. A professional photographer will come to take those pictures on March 1.

e) BCLTA Conference – May 12, 2018. **Action:** Tom Symington and Jill Logan will check on the expenses involved (conference fee, room cost, and budget availability).

8. Policies

a) Changes to Finance Policy (Policy 3) – Jill Logan

There were no questions or concerns expressed about the proposed changes that Jill circulated to board members prior to the meeting.

M/S Ron Verboom/Stephanie Schroeder to adopt the Finance Policy as revised.

Action: Jane TS to make the changes in the policy and insert it into the current policy document.

9. Correspondence – no correspondence to report.

10. Perpetual Calendar – Perpetual calendar was reviewed. No changes were made.

11. Date of Next Meeting: Sunday, March 18, 3:30 p.m. at the library prior to going over to Horsethief Creek Pub, Give Back Sunday event

- Promotion for the Give Back Sunday event – Endowment fund pamphlets and bookmarks.

Action: Jill will print additional endowment pamphlets.

Action: Linda to make 100 packages of pamphlets and bookmarks.

Karin Smith is preparing a poster based on a template developed by Jane TS. The event will be promoted on the library and Village websites. The poster will be placed in the post office and in the Library. A digital poster will be available for distribution to our respective groups of friends and associates.

Sandwich board signs are available at the Village Office.

The library banner can be hung on the stage.

Entertainment. **Action:** Stephanie will approach her friends to see if they might be available to play music. She will also check on the potential for Trivia.

Action: Everyone will encourage family and friends to come for dinner.

12. Adjournment – meeting adjourned at 5:40 p.m.

Minutes recorded by T. Symington



Secretary (Library Director)



Board Chair

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