

Radium Hot Springs Public Library Board Meeting

March 18, 2018

Radium Hot Springs Public Library (RHSPL)

1. Call to Order – 3:45 p.m.

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

Regrets: Joanne Steedman, Linda Forbes, and Jane Thurgood Sagal

3. Review Agenda - M/S Jill Logan/Ron Verboom to adopt the agenda as circulated and amended. Carried.

4. Approval of the minutes of the February 20, 2018 board meeting

M/S Jill Logan/Stephanie Schroeder that the minutes of the February 20, 2018 meeting be adopted as circulated. Carried.

5. Teleconference – Becky Pelkonen – 4:00 p.m.

Agenda for the April 19, 2018 public consultation session at the Village office:

- Board chair will welcome participants, and introduce library board members, library director and consultant

Action: Becky will provide Jane TS with a brief bio.

- Village representative on the board will speak about the library space in the new Radium Hot Springs Centre

Action: Ron to prepare visuals and make a brief presentation about the new facility.

- Becky will provide a poster to advertise the consultation session

Action: Jill will provide Becky with a picture of the new space for the poster

Action: Becky will send a completed poster to Jill Logan for duplication and distribution in the library's service area

- Refreshments

Action: Jill will coordinate the coffee and tea service and will supply a sweet

- Equipment. All necessary equipment is available at the Village office

Action: Becky will bring her laptop

- Handouts

Action: Jane J to bring the CVCF brochure advertising the Radium library's endowment fund to the consultation session for distribution to participants.

6. Reports

a) Library Director's Report

- Personal data collection: All data collected is password protected.
- Steam training – Jane J and Jane TS will attend a training session at the Cranbrook library, April 20.
- CBAL – the little book depot will be set up at the post office
- Transfer of books to the new library - discussion

b) Financial Report (Jill Logan)

M/S Tom Symington/Stephanie Schroeder to accept the cheque register (cheque numbers 611, 613, 614 and 615 as well as electronic transfers) from February 1-28, 2018 in the amount of \$8,494.36. Carried.

Action: Jill will remind the Village bookkeeper to provide the monthly cheques register to the board chair for distribution to board members with the agenda prior to board meetings.

7. Unfinished Business

a) BCLTA conference

Although no one is able to attend this year, board members were reminded of the value of the Trustee Orientation Program and the value of meeting colleagues from large and small libraries around the province.

8. New Business

a) April Consultation Session:

Action: Jill will order pizza for board members who will not be able to return home between the late afternoon board meeting and the public consultation session that follows shortly thereafter.

b) Ancestry Library Edition – access available at the Library

The program works on all library devices. The program has to be advertised to library patrons – in the library and elsewhere. For further discussion at our next meeting.

c) Free database promotional materials (Jill Logan and Jane Jones) – tabled to April

d) Library hours – Community Resource and Service Guide for Seniors.

Decision: This information will be updated when we establish the hours for the new facility.

e) Thank-you notes – Jane Jones will be responsible for these notes.

f) Capital items for the new library space: Movable Shelving Units for Books (\$18,000), two desks for workroom (\$1200 each). Funds to be taken from the KSCU term deposit.

Discussion

Motion: M/S Ron Verboom/Tom Symington that the board authorize the expenditure of up to \$25,000 (from the library's Kootenay Saver term deposit) for the purchase of movable shelving and workroom desks for the new library.

g) CBT community initiatives session on April 26 at 6:00 p.m. at the Columbia Valley Centre.

Action: Tom will attend with the support of another board member.

9. Policies

10. Correspondence

11. Perpetual Calendar

Action: Chair to develop annual report when Library Director can access provincial statistics (which are usually available on March 15th every year).

Jane Jones reported that those statistics have arrived.

12. Date of Next Meeting: April 19 at 4:30 p.m. – 600 p.m. at the Village Office.

The Community Consultation Session will begin at 6:30 p.m.

13. Adjournment – meeting adjourned at 4:45 p.m.

The Board adjourned to the Horsethief Pub for the RHSPL Give Back Sunday fundraiser

Minutes recorded by S. Schroeder and T. Symington



Secretary (Library Director)



Board Chair