

## **Radium Hot Springs Public Library Board Meeting: April 19, 2018**

Radium Hot Springs Village Office Boardroom

**1. Call to Order:** 4:30 p.m.

**2. Members Present:** Jill Logan, Joanne Steedman, Stephanie Schroeder, Jane Thurgood Sagal, Jane Jones (library director)

**Regrets:** Linda Forbes, Tom Symington, Ron Verboom

**3. Review Agenda:** M/S Joanne Steedman/Jill Logan to adopt the agenda as circulated and amended. Carried.

**4. Approval of the minutes of the March 2018 board meeting:** M/S Jill Logan/Joanne Steedman that the minutes of the March 18, 2018 meeting be adopted as circulated and amended. Carried.

### **5. Reports**

a) Library Director's Report

- Renewal of membership cards: Only 12 cards left from 2015 order.

**Decision:** M/S Joanne Steedman/Jill Logan that Jane J purchase 1,000 membership cards for \$550.

- Steam training: Jane J and Jane TS will attend a training session at the Cranbrook library, April 20.

**Decision:** M/S Stephanie Schroeder/Jill Logan that the board will pay for travel costs associated with this trip.

- KLF Travelling artist: Andrew Kim, musical scientist, booked for Radium Library, July 19, 10:45 a.m.

**Action:** Jane J. will check for promotional materials to advertise event.

- Travelling author: Michael Kluckner, BC writer/artist/historian available.

**Action:** Jane J. will email author to find out appropriate amount for honorarium or travel assistance for potential October visit.

- Computer use: Patrons.

**Action:** Jane J. will make sign to say laptop computer is available for patron use.

- Volunteer recognition: Craft facilitations and keeping library open in Jane J's absence.

**Action:** Jane J. to purchase gift certificate of \$75 from Horsethief Creek Pub for volunteer recognition.

- Capital Assets Policy: developed March 6, 2010.

**Action:** Jill to have Village Office staff review for updating prior to adding to Library policy manual.

- Library move to new venue: June 8 – 15.

**Decision:** Library to close June 8 in current location.

**Action:** Jane TS to write landlord to notify of Library's June 15<sup>th</sup> vacate date.

- Free database promotional materials

**Action:** Jane J to bring copy of list of databases to May board meeting to support board discussion.

b) Financial Report (Jill Logan)

M/S Jill Logan/Stephanie Schroeder to accept the cheque register from March 1-31, 2018. Carried.

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

## **6. Unfinished Business**

a) April consultation session: Agenda was reviewed and verified.

b) 2018 budget request:

Open hours: Although we have a shortfall in our budget request to RDEK, the Village Office is encouraging us to move forward with our plan to be open for 28 hrs/week. We are asked to look for potential funds/savings to cover this shortfall and the Village will do the same.

Library Director Ad and Job Description: Draft ad and updated job description were reviewed.

**Action:** Jill to take draft ad and job description to Mark Read for review prior to posting.

Jane J's role and hours, effective July 1: Jane J will consider potential work hours (up to 20 hrs/week) that she will adopt in her consultative role as well as providing some library services, effective July 1.

**Decision:** Jane J. will inform board members of her preferred number of work hours, effective July 1, at the May meeting of the board.

c) CBT Community Initiatives Session, April 26, 6:00 p.m.: Jane TS to attend to speak to grant request and Tom to join her as originally planned, if available.

## **7. New Business**

a) Spring "garage sale": Tabled to May meeting.

b) TOP workshops (May in Trail, June in Creston): No plans by board members to attend.

c) Sale of library furnishings (Jill): Dragonfly Discovery Centre will purchase volunteer desk, white children's cubicles, and back cabinets/counter top. Large director's desk will be sold separately.

**8. Policies:** No items for discussion.

**9. Correspondence:** No time to review RDEK letter. Tabled to next meeting.

**10. Perpetual Calendar:** No time to review. Tabled to next meeting.

**11. Date of Next Meeting:** May 15, 4:30 p.m., RHSPL

**Note:** There was discussion of moving future meetings to Thursdays (4:30) so that Stephanie is able to attend board meetings. Therefore, our June meeting could be moved to June 14<sup>th</sup>.

**Action:** Please bring your calendars to the May meeting so that tentative board meeting dates can be set for the remainder of 2018.

**13. Adjournment** – meeting adjourned at 6:00 p.m.

**Note:** The Board remained for the Community Consultation to be held 6:30-8:00 p.m.

Minutes recorded by J. Steedman.



**Secretary (Library Director)**



**Board Chair**