

Radium Hot Springs Public Library (RHSPL) Board Meeting

July 12, 2018

4:30 p.m.

Library, 4863 Stanley St. (Radium Hot Springs Centre)

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

2. Members Present: Jill Logan, Jane Thurgood Sagal, Tom Symington, Ron Verboom, Stephanie Schroeder, Jacqueline Wagner (library director)

Regrets: Joanne Steedman

Guests: Bob and Jan Campbell, Linda Forbes, Donna Verboom

Chair Jane Thurgood Sagal thanked Jan and Bob for their major contribution to the Library's move to its new location. Jane TS also thanked Linda for her work as a tireless Library volunteer and Board member over the years. The Board wishes Linda well in her future home.

M/S Jill Logan/Stephanie Schroeder that Donna Verboom be appointed a member of the Board to replace Linda Forbes as Treasurer and be authorized to have signing authority including online banking authority for all RHSPL business. Jill Logan, Jane Thurgood Sagal, and Joanne Steedman will continue to have signing authority including online banking authority for all RHSPL business. Carried.

Action: Donna Verboom, Jill Logan, Jane Thurgood Sagal, and Joanne Steedman will have to go to the Kootenay Savings credit union and sign the new authorization documents.

M/S Tom Symington/Ron Verboom that Linda Forbes's signing authority for the Board at Kootenay Savings Credit Union (including on-line banking authority) be rescinded. Carried.

3. Review Agenda: M/S Jill/Stephanie to adopt the agenda as circulated and amended. Carried.

4. Approval of the minutes of the June 14, 2018 board meeting: M/S Jill/Ron that the minutes of the June 14, 2018 meeting be adopted as circulated. Carried.

5. Reports

a) Library Director's Report – Jacqueline Wagner

- The author/presenter Andrew Kim (musical scientist) will be performing at the Library on July 19.
- Author Michael Kluckner's visit has been confirmed for October 16 at 6:30 p.m.
- Membership fees for non-residents. Discussion. The Library will maintain and track its current policy for the time being.
- Sitka/Evergreen Program's Acquisition Module. Discussion. The Library will maintain its present practices which cover most of the features of that module.

- Patron computers. Discussion. Radium Library will not charge for access to these computers in line with KLF policy. Usage will be monitored as to time allowance according to demand. Patrons who wish to print a large number of pages will be referred to the Chamber of Commerce or the Village office.
- Volunteers. There is a new volunteer schedule and an expanding volunteer base.
- Programs. Discussion. Jacqueline to work with staff and volunteers to mount Library programming and keep the Board apprised of programming and results.
- Marc Records Issue. This has been resolved, as it can be done at no charge through Sitka.
- CATS Conference – An informal one-day conference for Children and Teen Services library staff that is open to all KLF members will be held in Fernie on Friday, October 19. The conference will also include discussions on Summer Reading Programs. Similar to last year's conference, the Library will be responsible for travel costs to send Jacqueline.

b) Treasurer's Report – Donna Verboom

M/S Stephanie Schroeder/Jill Logan to accept the cheque register from June 1 to June 30, 2018 as presented. Carried.

Discussion – potential budget savings for 2018 and considerations for setting the 2019 budget.

Action: As Treasurer, Donna offered to develop a brief summary of financial information to accompany the monthly cheque register, income statement, and balance statement provided by Emily.

6. Unfinished Business

a) Radium Hot Springs Centre Grand Opening

- August 25, 3:00 to 5:00 p.m.

Action: More discussions will be held at August Board meeting regarding attendance and roles of board members, library staff, and volunteers.

b) Garage sale (Jill Logan)

- August 4, 10:00 to 2:00 p.m.

Actions:

- Call Jill for donation pickup and volunteering.
- Jane TS and other available board members to help Jill organize materials on August 3rd and sell materials on August 4th.
- Jacqueline to coordinate potential volunteer involvement in the Garage Sale.
- All used books from Linda's garage to be brought to the Fire Hall for sale. After the sale, books for future book sales will be taken to the Library for storage.

c) Endowment fund – matching donor follow-up (Jane TS)

- Direct messages to board, village, volunteers, library members
- Integrate with membership, events and across platforms
- Begin to focus on bequest by will

Actions:

- Follow up on the fundraising recommendation to highlight the matching donor opportunity for the endowment fund and to begin focusing on bequest by will for the fund.
- Highlight the matching donor opportunity for the endowment fund at the Garage Sale.

7. New Business

a) NPA (Non-Profit Advisors Program) follow-up re: fundraising recommendation. Jane TS has contacted Kevin Allen to ask about further financial assistance to follow through on this recommendation.

b) Potential donor categories for library donations

Action: Donna, Stephanie, and Tom will consult via email prior to next month's meeting to develop potential donor categories for recognition of donations to the library (outside of the endowment fund).

c) Budget preparation for October meeting (Jane TS)

Action: The Board will review the monthly financial statements to find potential savings to address the funding shortfall in 2018.

d) KLF governance committee (Jane TS)

- The 20 KLF partner libraries have struck a committee to develop Terms of Reference (TOR), amend the Agreement, identify policies and revise the Governance Manual.
- There are seven members on the committee. Jane Thurgood Sagal is a member of the committee representing a small library and will be attending its first meeting in Cranbrook on July 24th.

8. Policies

July is policy revision month. A number of policies are scheduled for review. One new policy that might be considered is "Board Member Orientation".

Action: Tom S. and Jane TS to amend and/or develop any new policies to present for review at our August meeting.

9. Correspondence

- Ministry of Education, Public Library Operating Grants
Grants have been received.
- Ministry of Education, Library Board Appointments
Change in dates to correspond to municipal and local elections.

- Ministry of Ed, Libraries Division

Due to the move of the Library to the Radium Hot Springs Centre, a lease requirement with the Village of Radium needs to be completed in the next two weeks and forwarded to the Ministry of Education (Libraries Division).

Action: Jill Logan will consult with the Village administration to develop the required documentation for the Ministry.

10. Perpetual Calendar

No new items were added to the calendar.

11. Date of Next Meeting: August 9, 2018 at 4:30 p.m.

(Jane TS will not arrive until 5:15 p.m. or later.)

12. Adjournment – meeting adjourned at 6:35 p.m.

Minutes recorded by T. Symington



Secretary (Library Director)



Board Chair ✓ ✓