

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

**September 26, 2017 at 4:30 p.m.**

### **1. Call to Order – 4:30 p.m.**

**2. Members Present:** Jane Thurgood Sagal (chair), Jill Logan, Tom Symington, Stephanie Schroeder, Joanne Steedman, Ron Verboom, Jane Jones (Library Director)

**Regrets:** Linda Forbes

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

### **4. Approval of the minutes of the August 22, 2017 board meeting**

M/S Stephanie Schroeder/Jill Logan that the minutes of the August 22, 2017 meeting be adopted as circulated. Carried.

### **5. Reports –**

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

- Thank-you note from Phyllis Jackson
- Repairs to steps
- MacBook Air laptop – has arrived and can be used at the Nelson conference this coming weekend (see below).
- Edgewater School – Books for new students. Decision/Action: Joanne Steedman will order the books and give them to Jane Jones for bookplates prior to distribution.
- Joanne will borrow books for classroom use. She will also distribute Young Adult books that have been culled to students at Edgewater school.
- KLF meeting on October 20-21 in Castlegar
- Shelving for new library. Discussion. Most of our present shelving will serve very well.
- KLF Children and Teens Conference for library directors in Nelson on Friday, September 29, 2017 from 9 a.m. to 4 p.m. No financial assistance is available from KLF.

**Decision/Action:** Jane Jones will attend.

#### **b) Financial Report (Jill Logan in Linda Forbes's absence)**

Two statements were reviewed: the new Library Balance Sheet as of September 26, 2017 and the Library Income Statement for the period ending September 30.

- Book Sales – were held on September 2nd and September 9th.

### **6. Unfinished Business**

a) Follow-up to 2016 BCLTA Conference – Trustees Round Table.

\* Question #2: What does success look like for a library board and how is our board being successful?

Review tabled to November meeting. Will be useful as a board self-evaluation tool.

## **7. New Business**

a) Fundraising (Stephanie Schroeder). Discussion: Needs and grant applications. Possible funders: Panorama Foundation, Windermere Lions Club, Radium Rotary, Columbia Valley Community Foundation and Columbia Basin Trust community initiatives **Decision/Action:** Stephanie will proceed with time sensitive application to Panorama.

b) Reorder book bags – Jane Thurgood Sagal. **Decision/Action** – Palliser Printing has been asked for a quote.

c) Workshops (website link and attachment) – through the Columbia Basin Trust's NPA (Non-Profit Advisors program).

Discussion. **Decision/Action:** Jane TS will register for two courses in November. Registration, meals, and mileage will be covered.

d) iPad (Jill Logan) – Remaining portion of our grant from CBT Community Initiatives program. **Decision/Action** – Jill will place an order for a 32-GB iPad with "Life-Proof Case" (\$665) tomorrow.

e) 2018 Budget Preparation Rationale and Questions (2 attachments: rationale, library hours).

Discussion. The budget will be reviewed line by line at the October budget meeting on October 12th at 3:30 p.m. (Linda Forbes's home). Agenda will be sent out one week prior to the budget meeting.

f) Draft Strategic Plan – Preliminary review. Tabled.

## **8. Policies**

a) Criminal Record Checks for Volunteers and Parent Signatures for Youth Volunteers

(Jane Jones) Tabled.

**9. Correspondence** – letter from a resident inquiring about a Radium book club. Discussion. We are not aware of any. We would be interested in our new space.

**10. Date of Next Meeting – Tuesday, October 12, 2017 at 3:30 at Linda Forbes's home**

\* Review perpetual calendar. Tabled.

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

**Minutes recorded by T. Symington.**

  
**Secretary (Library Director)**

  
**Board Chair**