

Radium Hot Springs Public Library Board Meeting Minutes September 15, 2020

1. Call to Order: The Chair called the meeting to order.

2. Members Present via Zoom: Jill Logan, Jacqueline Wagner (ex officio), Donna Verboom, Mike Gray, Sheila Leman, Sandy Eason.

Regrets: Abigail Kokolski, Judy Fowler.

3. Review Agenda: The agenda was reviewed.

M/S that the agenda be adopted. Carried.

4. Approval of August Minutes

M/S that the August Minutes be approved. Carried.

5. Reports

a) Library Director's Report

- Signage at the front of the building has been updated.
- Very positive response to the return of ILL!
- Discussion about quarantining materials and the BC CDC letter.
- Canada Summer Jobs grant reports submitted.
- Discussion about Provincial Tech Grant spending.
- Discussion about new library email.

M/S to accept a new annual email subscription. Carried.

To Do: Jackie to send board CVCF grant application and Provincial Tech Grant Report before next meeting.

b) Financial Report

- Incoming funds from the past month were reviewed.
- Balance sheet and account balance discussed.

M/S to approve the cheque and M/C register for the month of August. Carried.

c) KLF/ABCPLD Report

- KLF AGM meetings will be held over the next few weeks via zoom.
- KLF LDAG and ABCPLD are still holding frequent meetings.

6. Unfinished Business

a) Review Policies

- Updated policy manual discussed.
- Further discussion on HR Committee idea tabled until October 2020. The updated policy manual will be posted after the October meeting.

To Do: Donna to speak with the Village about HR policies and look at other libraries.

7. New Business

a) Discuss Ideas/Promotion for Canadian Library Month

- Endowment Fund letter to be sent out in the spirit of Canadian Library Month.
- The library will provide a Canadian Library Month Grab & Go activity.

To Do: Sheila to send out letter from the new official board chair email.

b) Preliminary Budget Discussion

- Jackie & Donna met to go through the budget for 2021. Expenses were cut to accommodate for revenue that will not be received in 2021.
- There will be another revision before the budget is presented to the board at the October budget meeting.

To Do: Jackie to confirm rental fees etc. with the Village office to see if there will be an increase in 2021.

c) BCLTA Strategic Planning Webinar Report

- Sheila attended the BCLTA Strategic Planning Webinar along with two other municipal library trustees (both had recently completed their strategic plans). The executive director for the BCLTA is Babs Kelly, and she is an excellent resource for boards.
- Sheila has set up contact details in the new board chair email.
- Community surveys used to determine stakeholder wants and needs (website, Facebook, handouts, survey monkey).
- The webinar highlighted the importance of forming committees outside of the library board meeting (Can be made up of board members and non-board members).
- Great resources for our next Strategic Plan.
- Reviewing strategic plans of other libraries, the strategic plans of stakeholders to determine what their values are, and look for areas where we can align.

- Library staff are also a great resource because they have relationships with the stakeholders and patrons, and know what works within the operation.
- Interviewing primary and secondary stakeholders.
- The Strategic Plan should be a part of the new board member package.
- The Plan should answer the question of what we want to do and how long it will take us.
- A four-year plan could be an option.

d) Board Member Recruiting

- Sheila reached out to the local area directors Gerry and Susan. The RDEK will advertise and send applicant information for the Area F and G applicants.
- Applicants expressed interest in attending a board meeting before officially joining.

To Do: Jackie to reach out to current Radium applicant to see if they would be interested in attending a board meeting before they join.

To Do: Sheila to reach out to the RDEK applicant to invite them to the November meeting.

e) October Budget Plan

- The 2021 budget will be finalized at the next board meeting.
- The budget meeting will be held via Zoom on October 13, 2020 at 4:00pm.

8. Policies: Final policy review complete.

9. Correspondence: No correspondence to discuss.

10. Perpetual Calendar: Calendar was reviewed for upcoming items to focus on in October.

11. Date of Next Meeting: October 13, 4:00 p.m.

12. Adjournment: The meeting was adjourned at 5:48p.m.

Sheila Leman

Chair, RHSPL Board

Jacqueline Wagner

Library Director, RHSPL

I hereby certify these minutes are correct.