

Radium Hot Springs Public Library Board Meeting Minutes January 21, 2020

1. **Call to Order:** The Chair called the meeting to order.
2. **Members Present:** Abigail Kokolski, Jill Logan, Jacqueline Wagner (ex officio), Sandy Eason, Donna Verboom, Judy Fowler

Absent: Mike Gray

3. **Review Agenda:** The agenda was reviewed. Two items were added.

M/S that the agenda be adopted. Carried.

4. **Approval of December Minutes**

M/S that the December minutes be approved. Carried.

5. Reports

a) Library Director's Report

- Upcoming programs were discussed.
- January 26- Feb 2nd is Family Literacy Week.
- Grant applications for KSCU and Canada Summer Jobs are in process/happening soon.
- Staff professional development discussed.

b) Friends Report: Judy gave update. Agreement reviewed and first meeting discussed.

c) Financial Report

- Incoming funds from the past month were reviewed.
- Balance sheet and account balance discussed.
- Revenue and grants discussed.
- Audit results and reports still in progress.

M/S to approve the cheque register for the month of December. Carried.

d) KLF Report

- The BC Lung Association has asked that we extend each radon kit loan period to four weeks.

e) Friends of the Library Report:

- A core group has been established by project consultant Jane Thurgood Sagal.
- Agreement reviewed by board and no changes were made.
- The Director and Library Trustee Liaison will remain on the leadership team.

6. Unfinished Business

a) Fundraising Plan (Dec 4 Update)

Activity 1 – Fundraising:

- Discussion around next steps for fundraising efforts.
- Discussion around the importance of bringing awareness to the Endowment Fund at all public events.
- Suggestion to engage in another letter writing campaign within 2020: write to corporate chains in the Valley such as Canadian Tire, Home Hardware and Sobeys.
- Suggestion for the Friends group to host a movie night fundraiser.

TO DO: Jackie to ask Jane for Library documents to keep on file at the Library. Jackie to send Sheila the letter format to send out within the year.

TO DO: Judy and Jackie to inform Friends of fundraising ideas.

Activity 5 – key messages (Judy/Jill)

- Final messages presented.
- Suggestion to revise Key Message #2 to include the Valley beyond.

TO DO: Jackie to add revised wording to Key Message #2 and distribute to board.

Activity 14 – 2020 “new” grants

- The Director is in the process of applying to the KSCU and Canada Summer Jobs for 2020.

b) CBT Community Initiatives Grant:

- The Director applied for the grant on January 10, 2020.

c) Non-Profit Advisors Program Update:

- The agreement was signed.

TO DO: Signatories to sign contract and Sheila to send signed copy to CBT.

7. New Business

a) Cost of Living Increase Policy Discussion:

- Agreement letter presented by board chair.

M/S: COL wage to be added for Director retroactive every year. Carried.

b) Canal Flats Reading Room:

- Canal Flats now has a reading room set up in the Family Dynamix room at the Canal Flats Village office.
- The Radium Library has donated the books to fill the bookshelf.

TO DO: Jackie to ask staff to make poster advertising that the books were donated from the Radium Library.

- c) Board Roles for 2020:
- Board roles for 2020 were decided.

M/S to accept new board roles. Carried.

TO DO: Jackie to update Village on new board positions.

Decision: Chair/RDEK Area F Rep: Sheila Leman. Vice Chair: Sandy Eason. Recording Secretary: Jacqueline Wagner. Friends Group Liaison/RDEK Area G Rep: Judy Fowler. Trustees: Jill Logan and Abigail Kokolski. Council Rep: Mike Gray. Treasurer: Donna Verboom.

- d) Summarized Monthly Stats for 2019.
- 2019 summarized stats were reviewed.
 - Staff are no longer required to track visitors. Everyone who enters the library will now be tracked as a patron.
- e) Strategic Plan Review – Next Steps?
- Discussion about reviewing the strategic plan.

TO DO: Abby to review the strategic plan and determine whether we are on track.

- f) New Library Board Trustee Welcome:
- Welcome Abby!

- g) Donor Wall:
- Suggestion to change the donor wall to a ledger for easier maintenance and inclusivity.

TO DO: Abby to research potential ledgers and present them to the board.

- h) Staff Position updates:
- Updated support staff job descriptions discussed.

I) Time Off Updates

- The Board reviewed the Director's proposed dates for time off in 2020.

J) KSCU Signatories:

- New signatories required for KSCU account.

M/S for Jane Thurgood Sagal to be removed as an authorized KSCU signatory. Carried.

M/S for Sheila Leman to become an authorized KSCU signatory. Carried.

M/S for Sandra-Lynn Eason to become authorized KSCU signatory. Carried.

K) Lease Agreement:

- Discussion about lease agreement between Library and Village.

TO DO: Jackie to speak with Jane about 2018 lease agreement inquiry.

8. Policies: No new policies to discuss.

9. Correspondence: No correspondence to discuss.

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

11. Date of Next Meeting: February 18, 3:00 p.m.

12. Adjournment: The meeting was adjourned at 4:56 p.m.

Chair, RHSPL Board

Library Director, RHSPL