

## **Radium Hot Springs Public Library Board Meeting Minutes February 18, 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, Mike Gray, Sheila Leman.
- 3. Review Agenda:** The agenda was reviewed. One item was added.

**M/S that the agenda be adopted.** Carried.

### **4. Approval of January Minutes**

**M/S that the January minutes be approved.** Carried.

### **5. Reports**

#### **a) Library Director's Report**

- Upcoming programs were discussed.
- HR procedures and criminal record checks discussed.
- Grant applications for KSCU and Canada Summer Jobs are in process/happening soon.
- BC Community Gaming Grant discussed.
- Proposal to amend the temporary fees.

**To Do: Jackie to confirm amount for temporary fees.**

**M/S to change policy 6.2 subject to confirmation from Jackie.** Carried.

#### **b) 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.

**Decision: Board to meet with auditor on February 26, 2020.**

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

#### **c) KLF Report**

- KLF wage surveys were distributed.
- Request from the KLF about hiring process practices.

**TO DO: Sheila to talk to Jane about processes used in 2018 to pass on to KLF.**

- d) Friends of the Library Report:
- An initial meet and greet has been set for March 7 from 2:00-3:00pm.
  - Core group will start pulling back.
  - Group will operate as a semi-independent group with a core group representative on a rotating basis.
  - Discussion around financial aspect. Inquiry about independent bank account – potential to operate as a committee underneath the Village.

**To Do: Judy to speak with Karen about Friends bank account options.**

## **6. Unfinished Business**

- a) Strategic Plan Review – Next
- Abby presented observations and proposed edits to the board.
  - Section 3.2 regarding services hours has been achieved.
  - Suggestion to create a new five or three-year plan.

**TO DO: Jill to touch base with Jane about creating a new strategic plan.**

- b) Lease Agreement Question Update:
- The Director updated the board on why there was a recommendation to develop a lease agreement with the municipality.

**Decision: The board is comfortable with the lease agreement as it stands.**

- c) Donor Wall Update:
- Abby presented several options for the donor ledger.
  - There was a suggestion to clearly state on the front that this is for donor recognition.

**To Do: Abby to look into wording for cover.**

**TO DO: Jackie and Abby to work on draft letter to donors.**

**Decision: The board to purchase the leather ledger with the tree featured on the front.**

## **7. New Business**

- a) Review Provincial Grants Report Prior to the March 1 Submission:
- The Director distributed the draft Provincial Grants Report for the board to review.

**M/S: To approve the report as it stands. Carried.**

- b) Draft Educational Assistance Contract Payment Timeline:
- Jill proposed amendments.

**M/S: To approve amendments. Carried.**

c) Non-Profit Advisors Program Update:

- The board met with the non-profit advisor to discuss potential risks and risk reasoning.
- Suggestion to revisit our Strategic Plan now – come up with three goals at our next meeting – and dedicating a portion of that meeting to a strategy piece.
- Suggestion to create developmental plans, defining roles, developing succession and recruitment plans.

**TO DO: Advisor to bring back a framework for each of these pieces starting with succession planning and ending with strategic planning.**

d) Horsethief – What's Your Story:

- The next workshop is on March 18 at 7:00pm, and the next event is on March 24 at 7:30pm.
- The event features true stories, told live, without notes.
- Radium Library sponsorship to be included on event.
- Discussion around hosting future workshops at the Library if needed.
- Invitation and free ticket offered to library staff for the event.

**To Do: Jackie to send RHSPL logo to Mike.**

**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:** March 17, 3:30 p.m.

**12. Adjournment:** The meeting was adjourned at 5:00p.m.

**Sheila Leman**

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Chair, RHSPL Board

**Jacqueline Wagner**

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Library Director, RHSPL

I hereby certify these minutes are correct.