

Radium Hot Springs Public Library (RHSPL) Board Meeting
January 17, 2023
4:30 pm MST, Board Meeting – Zoom Meeting

Minutes

Board Members Present:

Anne Jardine, Area G Rep, Vice Chair
Linda Maurer, RHS, Treasurer
Christi Ferguson-Huston, Village Council Rep
Maureen Fjeld, RHS, Recording Secretary
Kristin Insull, RHS, BCLTA Rep
Jen Tagg, Area F Rep, KLF Rep

Ex Officio Members:

Jacqueline Kozak, Library Director, Secretary
Jill Logan, Village RHS Rep

#	Agenda Item	Action By
1.	Anne called the meeting to order at 4:35pm Quorum has been reached.	
2.	Land Acknowledgement. <i>We would like to start off by acknowledging that we are meeting on the traditional and unceded territory of the Ktunaxa and Secwepemc peoples and the Metis. We are grateful for the land in which we can gather, learn, and share.</i>	
3.	Christi moved to Approve Agenda. Kristin seconded. Motion Carried.	
4.	Linda moved to approve November 15, 2022 Board meeting minutes. Jen seconded. Motion carried	
5.	Unfinished Business	
5.1	Strategic Plan Review Linda has agreed to join the committee as Sandy has left the Board. The Committee will have one more meeting to finalize the SP.	Kristin, Jackie Linda
6.0	New Business	
6.1	Reports	
6.1.1	Financial Report provided by Linda Linda Moved to accept the December Financial Report as presented. Jen seconded. Motion Carried.	

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6.1.2	<p>Library Director's Report provided by Jackie Jackie presented highlights from report. Jackie raised a concern regarding the process/policy for the appropriate use and need for 'Criminal Checks' of Library Volunteers. This concern is referred to the 'Policy Committee' to review present policy and determine what needs to be clearly defined. Kristin moved to accept the LD Report. Linda seconded. Motion carried.</p>	Jackie, Maureen & Kristin
6.1.3	<p>KLF Report provide by Jen Jen noted that there is currently nothing to report; next KLF meeting will be held tomorrow. Jen will provide any updates at the February meeting.</p>	Jen
6.1.4	<p>BCLTA Report provided by Kristin Kristin moved to accept BCLTA Report as provided. Anne seconded. Motion carried.</p>	
6.1.5	<p>Friends Report provided by Linda Linda provided highlights. The December Book Sale was a success despite limited time to advertise the event. Issue with partnering with a third party and increased insurance was a key learning factor. The Village has accepted the recommendation and motion from the November 15, 2022 Board meeting to establish a Reserve Fund with \$1500. for future library programs. Friends of the Library accepted 8 new members from the Book Sale, for a total of 12 members now. Linda moved to accept the Friends Report. Christi seconded. Motion Carried.</p>	
6.2	<p>Review 2022 Monthly Stats Jackie Jackie provided highlights of the excel spreadsheet with all the data from 2022. Significant increases in all areas compared with data from both 2021 and 2019 (pre-covid).</p>	
6.3	<p>Review Board Trustee Applications - Jackie Two new applications have been accepted by the Board for Review prior to providing the information to the Village Council for final review. One from Jane Power and one from Brenda Hannah both permanent residents in Radium Hot Springs and both are excellent candidates. The BC Library guidelines state that the Board must have an odd number of trustees. Hence the Board has recommended to accept</p>	

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	<p>Jane Power onto the Board immediately and Brenda Hannah will replace Maureen when she leaves in the spring. It was recommended that Brenda be invited to attend Board meetings without the ability to vote until she becomes a full Board Member.</p> <p>Maureen moved to accept both new Trustee applicants Jane Power and Brenda Hannah, with a phased in term for Brenda, which complies with the provincial guidelines for an odd number of Board Trustees. Christi Seconded. Motion Carried.</p>	Jill to share with Village Council.
6.4	<p>Determine Board Trustee Roles – new Chair</p> <p>Jen moved that Kristin be RHSPL Board Chair and will obtain signing authority on the KSCU bank account. Anne seconded. Motion carried.</p> <p>Currently Jen and Linda have signing authority on the bank account. Sandy Eason will be removed from the account.</p> <p>Linda moved the 2023 Slate of Officers, Anne Jardine as Vice-Chair, and Linda Maurer as Treasurer. Anne seconded. Motion Carried.</p>	
6.5	<p>Establish Policy Review Plan</p> <p>A committee was established with Maureen and Kristin focusing on Board Policy. Immediate attention to the Orientation of new Board Trustees will be addressed. There will be collaboration with Jackie who has been working on the Library Policy Section of the manual.</p> <p>Jackie will provide the current policy on Criminal checks for Volunteers to be reviewed by the Committee.</p>	Jackie, Maureen & Kristin
7.	<p>Perpetual Calendar</p> <p>Changes include the Village audit will be done in April 2023, and the ReDi (Residential Directed) Grant due Feb 15, 2023.</p>	
8.	<p>Dates for next meetings (note Thursdays)</p> <p>February 16, 2023 at 4:30pm March 16, 2023 at 4:30pm April 20, 2023 at 4:30 pm</p>	All
9.	<p>Maureen moved the meeting be adjourned at 6:03 pm</p>	

Minutes submitted by

Maureen Fjeld, Board Recording Secretary

January 17, 2023, RHSPL Board Minutes Approved on February 16, 2023

Kristin Insull, Board Chair

Jacqueline Kozak, Library Director, Secretary

I hereby certify that these minutes are correct.