

Radium Hot Springs Public Library (RHSPL) Board Meeting
Thursday, November 16th 4:00 pm MST, Board Meeting, MP Room

Minutes

Board Members Present:

Kristin Insull, RHS, Chair, BCLTA Rep
Anne Jardine, Area G Rep, Vice Chair
Linda Maurer, RHS, Treasurer
Christi Ferguson-Huston, Village Council Rep
Jane Power, RHS
Brenda Hannah, RHS
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.	Kristin called the meeting to order at 4:05pm 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 chosen home of the Metis. We are grateful for the land in which we can gather, learn, and share.</i>	
3.	Director requested to add Board Evaluation Summary to agenda. Kristi moved to approve the Agenda as amended. Brenda seconded. Motion Carried.	
4.	Approve November 2, 2023 Meeting Minutes	

#	Agenda Item	Action By
	<p>Item 6.4 was missing a few words. Request to fix before minutes approved.</p> <p>Kristi moved to approve November 2, 2023, Board meeting minutes as amended. Linda seconded. Motion carried.</p>	
5.	Unfinished business arising from November 2, 2023, Minutes	
5.1	<p>In-Camera Session & Preliminary Budget Review</p> <p>The director asked that a trustee be designated to take in-camera minutes and that a process for storing in-camera minutes be developed.</p> <p>Brenda moved to go into an in-camera meeting. Christi seconded. Motion Carried.</p> <p>Christi moved that the library open for an additional two hours per week effective January 1, 2024. Brenda seconded. Motion Carried. Director to determine where those hours are best used.</p> <p>Jane Moved to approve spending amount for Retirement Gift. Brenda seconded. Motion Carried.</p>	
5.2	<p>Review Trustee Terms of Service</p> <p>Kristin has decided not to renew her term on the library board.</p> <p>The Library will need to advertise for new board trustee in Radium.</p>	Jackie
6.	New Business	
6.1	Reports Agenda	
6.1.1	Review of the Reports as Presented	
6.1.2	Financial Report	
	Library Directors Report	

#	Agenda Item	Action By
6.1.3 6.1.4 6.1.5	KLF Report BCLTA Report Friends Liaison Report Christi Moved to accept the reports as presented. Jane seconded. Motion Carried.	
6.2	Payroll Procedure The Village payroll procedure will be changing in January 2024. The director presented how changes would impact library staff and asked the board to consider following suit with the Village. Christi Moved the library board continue using the same payroll procedure as the Village. Brenda seconded. Motion Carried.	Jackie
6.3	Preliminary Art Display Policy Discussion Local artists that attend the art in the afternoon program have inquired about having art on display at the library. The director brought this suggestion to the board for policy consideration. Christi Moved that the request be referred to the policy committee for consideration. Linda seconded. Motion Carried. Christi has volunteered to join the policy committee.	Jackie Christi Jane
6.5	Trustee Orientation Meeting Director has received orientation documents from other libraries to help with orientation for new and existing board trustees. Suggestion to designate a meeting in the New Year for orientation. Christi interested in assisting with orientation. Policy Committee to review.	

#	Agenda Item	Action By
6.6	Board Evaluation Summary Chair presented the 2023 Board Evaluation summary.	
6.7	Question Period No questions	
7	Perpetual Calendar Reviewed (month) listings.	
8	Dates for next meetings (note Thursdays) January 18, 2024 @ 4:00pm	
9	Kristin moved the meeting be adjourned at 6:09pm	

Minutes submitted by

Jacqueline Kozak, Library Director

November 16, 2023 RHSPL Board Minutes Approved on January 18, 2024

Kristin Insull, Board Chair

Jacqueline Kozak,
Library Director, Secretary