

**Radium Hot Springs Public Library (RHSPL) Board Meeting**  
**Thursday January 18, 2024, 4:00 pm MST, Board Meeting, MP Room & Zoom**

**Minutes**

**Board Members Present:**

Anne Jardine, Area G Rep, Vice Chair  
Linda Maurer, RHS, Treasurer  
Christi Ferguson-Huston, Village Council Rep  
Jane Power, RHS  
Jen Tagg, Area F Rep, KLF Rep

**Ex Officio:**

Jacqueline Kozak, Library Director, Secretary

**Regrets:**

Brenda Hannah, RHS  
Jill Logan, Village RHS Liaison

**Guest:**

Roberta Schnider – RDEK Area G Director

#	Agenda Item	Action By
1.	<b>Anne called the meeting to order at 4:10pm</b> Quorum has been reached.	
2.	<b>Land Acknowledgement.</b> <i>We would like to start off by acknowledging that we are meeting on the traditional and unceded territories 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>	

#	Agenda Item	Action By
3.	<b>Jane moved to approve the Agenda as presented. Jen seconded. Motion Carried.</b>	
4.	<p><b>Approve November 16, 2023 Meeting Minutes</b></p> <p>Linda moved to approve November 16, 2023, Board meeting minutes as amended. Jen seconded. Motion carried.</p>	
5.	<b>Unfinished business arising from November 16, 2023, Minutes</b>	
5.1	<p><b>Ratify Email Motions</b></p> <p>The board passed two motions via email in November following the November 16<sup>th</sup> meeting.</p> <p>Email Motion on November 17, 2023:  <b>Kristin moved that the Board approve the Library receive a stipulated donation to the library on the condition that it cover the cost of the hall rental for the purpose of the Friends' book sale. Jane Seconded. Motion Carried.</b></p> <p>Email Motion on November 25, 2023:  <b>Anne moved that all excess revenue from 2023 be placed in a surplus account for operational expenses. Jen Seconded. Motion Carried</b></p>	
5.2	<p><b>Approve Official Budget for 2024</b></p> <p>The director presented the 2024 budget with the figures determined in the November 16<sup>th</sup> meeting as well as potential options for consideration to balance the budget.</p>	<b>Chair and Director to submit Village Grant Request</b>

#	Agenda Item	Action By
	<p><b>Linda moved to adopt the Official 2024 RHSPL Budget totaling \$190,086.05 for the 2024 year. Jen Seconded. Motion Carried.</b></p> <p><b>Linda moved to approve the 2024 Village Grant Request as amended with the adopted 2024 budget totaling \$190, 086.05. Jen Seconded. Motion Carried.</b></p>	
6.	<b>New Business</b>	
6.1	<b>Reports Agenda</b>	
6.1.1 6.1.2 6.1.3 6.1.4 6.1.5	<p><b>Review of the Reports as Presented</b></p> <p><b>Financial Report</b></p> <p><b>Library Directors Report</b></p> <p><b>Village Report (No Report for this month)</b></p> <p><b>Friends Liaison Report</b></p> <p><b>Christi moved to accept the reports as presented for information. Jen seconded. Motion Carried.</b></p>	
6.2	<p><b>Policy Committee to Present Update on Review of Orientation Documents</b></p> <p>The Policy Committee Chair provided an update to the board. The Policy Committee reviewed the information provided by the director for the Trustee Orientation documents and have drafted a copy to send out to the board. The director will distribute to the board in the coming days, so that they have a lot of time to review prior to our next meeting.</p>	<b>Director</b>
6.2	<p><b>Determine Board Roles/ Review Trustee Applications</b></p> <p>All roles reset at the beginning of each year. Roles are outlined in the orientation documents that are under review.</p> <p><b>Christi moved for Anne to be appointed the Board Chair. Jane seconded. Motion Carried.</b></p>	<b>Christi to make arrangements for signing officers at the bank.</b>

#	Agenda Item	Action By
	<p><b>Jane moved for Christi to be appointed the Board Vice Chair. Anne seconded. Motion Carried.</b></p> <p><b>Linda moved for the Chair (Anne Jardine), Vice Chair (Christi Ferguson-Huston) and Jen Tagg to be appointed the signing officers for 2024. Jane Seconded. Motion Carried.</b></p> <p><b>Anne moved for Linda to be appointed the Liaison to the Friends of the Radium Library. Jane seconded. Motion Carried.</b></p> <p><b>Jane moved for Jen to be appointed as the Kootenay Library Federation Representative. Christi seconded. Motion Carried.</b></p> <p><b>Linda moved for Jen to be appointed as the Recording Secretary. Christi Seconded. Motion Carried</b></p> <p><b>Linda moved that the board recommend the appointment of Kumari Campbell to the Village council, with a term ending December 31, 2025. Christi Seconded. Motion Carried.</b></p> <p>*Treasurer/Finance Position(s) to be determined at the February 15, 2024, meeting.</p> <p><b>Board Terms:</b>  <b>Village appointees:</b>  Linda Maurer: 2-year term ends December 31, 2024  Brenda Hannah: 2-year term ends December 31, 2025</p>	

#	Agenda Item	Action By
	<p>Jane Power: 2-year term ends December 31, 2025</p> <p><b>Village Council Appointee:</b> Christi Ferguson-Huston: 1-year term ends December 31, 2024</p> <p><b>RDEK Appointees:</b> Jen Tagg: 2-year term ends December 31, 2024 Anne Jardine: 2-year term ends December 21, 2024</p>	
6.3	<p><b>Review Directors Summary of Monthly Stats for 2023</b></p> <p>Director presented a summary of statistical trends from 2023 based on stats collected monthly. The director is happy to report an upward trend in all areas.</p>	
6.4	<p><b>Personnel Leave Discussion</b></p> <p>Notice of leave was provided by the library director to both the Board and Village Council on January 9, 2024, via email. The Library Director will be taking a period of leave beginning late Spring. The board set a special meeting to discuss in-camera on January 25<sup>th</sup>, 2024, at 3:30pm on Zoom.</p>	<b>Jen Anne</b>
6.5	<p><b>Question Period</b></p> <p>No questions</p>	
7	<p><b>Perpetual Calendar</b></p> <p>Reviewed (month) listings. Request for the director to add board meeting dates to the perpetual calendar.</p>	<b>Jackie</b>
8	<p><b>Dates for next meetings (note Thursdays)</b></p> <p>February 15, 2024 @ 4:00pm March 21, 2024 @ 4:00pm April 18, 2024 @ 4:00pm May 16, 2024 @ 4:00pm</p>	

#	Agenda Item	Action By
	June 20, 2024 @4:00pm  Special in-camera Meeting: (Board Trustees Only) January 25 @ 3:30pm via Zoom	
9	<b>Anne moved the meeting be adjourned at 5:55pm</b>	

Minutes submitted by

Jacqueline Kozak, Library Director

January 18, 2024 RHSPL Board Minutes Approved on February 15, 2024

Anne Jardine,  
Board Chair

Jacqueline Kozak,  
Library Director, Secretary

