

Radium Hot Springs Public Library (RHSPL) Board Meeting
Thursday February 15, 2024, 4:00 pm MST, Board Meeting, MP Room & Zoom

Minutes

Board Members Present:

- Anne Jardine, Area G Rep, Chair
- Linda Maurer, RHS
- Jane Power, RHS
- Brenda Hannah, RHS
- Jill Logan, Village RHS Liaison
- Jen Tagg, Area F Rep, KLF Rep

Ex Officio:

Jacqueline Kozak, Library Director, Secretary

Regrets:

Christi Ferguson-Huston, Village Council Rep

#	Agenda Item	Action By
1.	Anne called the meeting to order at 4:03pm	
2.	Land Acknowledgement. <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>	
3.	Jane moved to approve the Agenda as presented. Brenda seconded. Motion Carried.	
4.	Approve January 18, 2024 Meeting Minutes Linda moved to approve January 18, 2024, Board meeting minutes as presented. Jen seconded. Motion carried.	

#	Agenda Item	Action By
5.	Unfinished business arising from January 18, 2024 Minutes	
5.1	<p>Policy Committee Orientation Document Review</p> <p>Document with revisions and additions is forthcoming.</p> <p>The committee is encouraged to consult a library authority (Adrienne Wass)/KLF) if they require additional insight or policy clarification.</p>	Jackie will source policy documents from Creston and Nelson and other libraries where possible.
5.2	<p>Determine Board Roles</p> <p>-Finance Committee- Three signing officers: Anne, Jen and Christi with advice from Linda.</p> <p>-Policy Committee- Jane, Christie, Anne and Linda</p> <p>-Hiring Committee- Jen, Anne and Christi with advice from Jill. Jackie was also invited to sit on the hiring committee to offer advice and insight to the Board and short-listed applicants.</p> <p>Jen moved to approve Board Roles. Linda seconded. Motion Carried.</p>	
5.3	<p>In-Camera- Personnel Discussion</p> <p>At 4:44pm, Brenda moved to go "in-camera". Linda seconded. Motion Carried.</p> <p>At: 5:15, Jane moved to move out of "in-camera". Linda seconded. Motion Carried.</p>	
6.	New Business	
6.1	Reports Agenda	
6.1.1	Review of the Reports as Presented	
	Financial Report	

#	Agenda Item	Action By
6.1.2 6.1.3	<p>Library Directors Report (Audit will be done by Feb 20th)</p> <p>Friends Liaison Report (Friends attended recent Village Council Meeting)</p> <p>Brenda moved to accept the reports as presented for information. Jen seconded. Motion Carried.</p>	<p>KLF in-person Meeting to be held in May in Nakusp (invite temp library director to attend).</p>
6.2	<p>Review Draft 2023 Provincial Library Grant Report</p> <p>Brenda moved to accept the report as presented Jen seconded. Motion Carried.</p>	<p>Anne and Jackie to sign the PLGR.</p>
6.3	<p>Review Draft MOU for AKBLG</p> <p>Library Staff are not expected to report for work on Friday April 19th and Saturday April 20th due to the AKBLG Convention but will not lose pay for those dates.</p> <p>Staff are encouraged to work from home, if possible, on those days (clock in/clock out) or adapt flex hours the following week.</p> <p>Jen moved to accept the draft and staffing arrangements for April 19th and April 20th. Jane seconded. Motion Carried.</p>	<p>Jill will walk through the library with Jackie following the event to inspect the space.</p>
6.4	<p>Question Period</p> <p>New Trustees will be appointed by the Radium Village Council/Reappointed on Feb 26.</p> <p>Kristin- Gift Certificate for her service on the Board – Radium Brewing.</p>	<p>Anne will reach out and make contact with the new trustee.</p>

#	Agenda Item	Action By
		<p>(once Village confirms).</p> <p>Jackie will pick up the gift card. Jane will provide a thank you card from the Board. Jen will deliver the gift card and thank you note to Kristin.</p>
7	<p>Perpetual Calendar Reviewed (month) listings.</p>	
8	<p>Dates for next meetings (note Thursdays) March 21, 2024 @ 4:00pm (Hiring Committee will be working. Mayor is invited). April 18, 2024 @ 4:00pm May 16, 2024 @ 4:00pm June 20, 2024 @4:00pm</p>	<p>Hiring Committee may meet prior to March 21 (as job posting closes March 15).</p>
9	<p>Anne moved the meeting be adjourned at 5:55pm</p>	

Minutes submitted by:

Jen Tagg, Area F Rep, KLF Rep

RHSPL Board Minutes Approved on February 15, 2024

Board Chair

Jacqueline Kozak, Library Director, Secretary