

# Radium Hot Springs Public Library (RHSPL) Board Meeting

Date: **Thursday May 16, 2024**

Time: **4:00 pm MDT**

Format: **In-Person**

## **Minutes**

### **Board Members Present:**

Anne Jardine, Area G Rep, Chair  
Christi Ferguson-Huston, Village Council Rep  
Jane Power, RHS  
Linda Maurer, RHS  
Kumari Campbell, RHS  
Jen Tagg, Area F Rep, KLF Rep  
Brenda Hannah, RHS

### **Ex Officio:**

Danielle Conolly, Temporary Library Director (started May 14<sup>th</sup>)  
Jacqueline Kozak, Library Director, Secretary (on leave from June 1, 2024)  
Jill Logan, Village RHS Liaison

**Guests: None**

**Regrets: None**

<b>#</b>	<b>Agenda Item</b>	<b>Action By</b>
1.	<b>Anne called the meeting to order at 4:04pm.</b> Quorum was reached. Welcome Danielle!	
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>	

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3.	<p>Kumari suggested an addition of 6.4 “Board Professional Development”, before 6.5 “Question Period.” <b>Christi moved to approve, Jane seconded. Motion carried.</b></p> <p>Christi suggested the addition of 5.2 “Finance Committee Update.”. <b>Jen moved to approve, Jane seconded. Motion carried.</b></p> <p><b>Christi moved to approve the Agenda with the two revisions. Jen seconded. Motion Carried.</b></p>	
4.	<p><b>Approve April 18, 2024 Meeting Minutes</b></p> <p><b>Christi moved to approve April 18, 2024, Board meeting minutes as presented. Brenda seconded. Motion carried.</b></p>	
5.	<p><b>Unfinished business arising from April 18, 2024 Minutes</b></p>	
5.1.	<p><b>Bylaw Recommendations-</b> The cost for an exterior book return bin is quite expensive (\$6,000 to 13,000). There are some inexpensive options available to create a safer, fire-proof option to our existing interior book return area. Jane suggested that we connect with the Rotary Club (they meet the 1st and 3<sup>rd</sup> Wed of each month at 8am).</p> <p><b>Christi moved to proceed with improvements to our existing interior book return bin to meet bylaw recommendations. Linda seconded. Motion carried.</b></p>	<p><b>Jane: send Jackie/Danielle info from the Rotary club re: criteria for fund request.</b></p> <p><b>Danielle: update Kent (Village) on new book drop cart plan for bylaw approval before purchase</b></p> <p><b>Danielle: connect with the Rotary Club and pursue a fund request (if criteria is met) and then</b></p>

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		<b>report back to the Board at a future date.</b>
5.2	<p><b>Finance Committee Update-</b> The most recent audit included a recommendation that the library Board consider investing some of the enhancement grant funds to earn interest. The recommendation is for half (of whatever the Board chooses to invest) go into nine-month non-refund GICs, and the other half in an 18-month. These are the safest investment products but the money is locked in (can't be withdrawn before the end of the GIC period). Jackie confirmed that of the total \$124,000.00 received in the grant, \$20,000.00 has been spent and a further \$46,000.00 earmarked for 2024 spending. Christi and Anne will connect with KSCU and look into options.</p>	<p><b>Jackie: will provide the Finance Committee with the actual amount of money we can invest or put into a term deposit.</b></p> <p><b>Christi and Anne: book a bank appointment/chat with Joyce at KSCU.</b></p>
6.	<b>New Business</b>	
6.1	<p><b>HR/Personnel (no in-camera required).</b> Jackie remarked that the current pay policy states that "full time" employees are entitled to vacation pay, but no statement in policy re: number of hours required to be considered a full-time employee. Jackie did email Karen @ RHS Village to find out if RHSPL follows the Village in vacation policy. Should library staff hours reach the threshold, Village policy will apply.</p>	<p><b>Jackie: will check with the Village and HR/Payroll about vacation time.</b></p>
6.2	<p><b>Reports Agenda</b> Review of the Reports as Presented:</p>	
6.2.1	<p><b>Financial Report –</b> Jackie provided unofficial report as the in-kind figures still not available from RHSPL accountant. The report is therefore the same as the last meeting's report.</p>	

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6.2.2	<p><b>Library Directors Report</b> – On April 25, 2024, we were notified of a privacy breach that affected all <a href="#">Sitka libraries</a> (public libraries in BC that share the same integrated library system). Log files on their servers were obtained that contained the email addresses and phone numbers of patrons who had received automated notifications from the library system (i.e., checkout notices, overdue notices, hold notifications) between March 27 and April 19. Only the email addresses of people who received notifications (or the phone number of people who received SMS notifications) were leaked. The content of the notifications was NOT leaked. <b>The leaked data does not say what the notifications were about, and it does NOT reveal any other information about patrons or their library use, such as checkouts and holds.</b> The BC Library Co-op regrets that this happened and is working with the software provider to ensure this issue is resolved and does not occur again.</p>	
6.2.3	<p><b>Friends Liaison Report</b> – Friends of the Library met the week prior to the Board of Trustees meeting. Carla is the new chair, and there are also new subcommittee members. For Danielle’s information: there is an agreement between the Board of Trustees and the Friends of the Library that outlines each group’s separate responsibilities. The Friends are also hosting a garage sale at the Fire Hall the weekend after the Board meeting. The group is growing and recently hosted a successful pop-up book sale at the Wood</p>	

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	Carver event, and is also selling rice bags sewn by Friends members.	
6.2.4	<b>KLF Report</b> - Next week is the meeting in Nakusp. Jackie is not able to travel and Jen is unavailable, so Danielle (temporary director) will be in attendance.	
6.2.5	<b>Village Update</b> <a href="https://radiumhotsprings.ca/2024/05/14/radiums-community-plan-project-coffees-on-us/">https://radiumhotsprings.ca/2024/05/14/radiums-community-plan-project-coffees-on-us/</a>	
	<b>Jane moved to accept the reports as presented for information. Christi seconded. Motion Carried.</b>	
6.3	<b>Review Statistical Comparison of Previous 3 Years</b> Report from Jackie: 2024 still incomplete but trend continuing upward well – except for new patron registrations which are steady/stable. Program stats doubled between 2022-2023 and many more people/visitors each month Trending upward.	
6.4	<b>Board Professional Development</b> Kumari recently attended two workshops. One was a seminar with a lawyer from the BCLTA who stressed the importance of the Boards obligation as an employer and needing employment contracts in place. There was a trustee discussion circle and Kumari felt as though we had a strong board and things were set up properly based on the recommendations/conversations at the seminar. The other workshop was about best practices in hiring and on-boarding. There was discussion around value proposition (what can you do to	<b>Kumari- share information links from these sessions with the Board if applicable</b>

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	entice applicants to take the job) and having diversity (among Board Members, staff, volunteers, etc.). There will be a follow-up to this session in June via Zoom through the BCLTA.	
6.5	<b>Question Period</b>	
7.0	<p><b>Perpetual Calendar</b>            Invite the Radium Mayor to our next meeting. He doesn't need to stay for the entire meeting but can pop in for a meet and greet.</p> <p>Policy work: Noted on agenda for June meeting – which will be with Danielle as Jackie will be on leave. For Danielle's information: Jane, Christi, Anne, and the Library Director form the Board Policy Committee.</p>	<p><b>Christi- invite Mayor Gray to our next meeting set for Thur June 20<sup>th</sup> at 4pm.</b></p> <p><b>Policy Committee- provide an update at our next meeting.</b></p> <p><b>Jackie/Danielle: to get needed policy documents from other libraries</b></p>
8.0	<p><b>Dates of Upcoming Meetings (Thursdays) @ 4pm</b>            June 20, 2024 (Jen may be unavailable)            July 18, 2024 (tentative)            August 15, 2024 (tentative)</p>	
9.0	<p><b>Adjournment</b>            Anne moved the meeting be adjourned at 5:42pm.</p>	

Minutes submitted by: *Jen Tagg*, Area F Rep, KLF Rep

May 16, 2024 RHSPL Board Minutes Approved on June 20, 2024

Board Chair: Anne Jardine: \_\_\_\_\_

Library Director, Secretary: Jacqueline Kozak/Danielle Conolly \_\_\_\_\_