

# Radium Hot Springs Public Library (RHSPL) Board Meeting

Date: **Thursday June 20, 2024**

Time: **4:00 pm MDT**

Format: **In-Person**

## Minutes

### **Board Members Present:**

Anne Jardine, Area G Rep, Chair

Brenda Hannah, RHS

Christi Ferguson-Huston, Village Council Rep (arrived 5:00 pm)

Kumari Campbell, RHS

Linda Maurer, RHS

### **Ex Officio:**

Danielle Conolly, Temporary Library Director (started May 14<sup>th</sup>)

Jill Logan, Village RHS Liaison (arrived 4:50 pm)

### **Guests: None**

### **Regrets:**

Jane Power, RHS

Jen Tagg, Area F Rep, KLF Rep

#	Agenda Item	Action By
1.	<b>Anne called the meeting to order at 4:08 pm.</b> Quorum was reached (4 members present).	
2.	<b>Land Acknowledgement.</b> Anne shared a Land Acknowledgement she had prepared for the Steamboat Festival: <i>The voice of this land resounds in its mountains, grassy benchlands, and river wetlands. With deep appreciation, we acknowledge that these great singing expanses are the traditional and unceded territories of Ktunaxa/Akisqnuq and</i>	

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	<p><i>Secwepemc/Shuswap/Kinbasket First Nations, and the chosen homeland of the Metis People.</i></p> <p>In future, Anne invites others to write and present their own Land Acknowledgements. She is comfortable providing the acknowledgement at meetings where no one else is presenting one.</p>	
3.	<p>As Christi and Jill had informed the board that they would be arriving later, it was suggested to defer the following agenda items until their arrival: 5.2 – Finance Committee Update (Christi on Finance Committee); 6.1.5 – Village Update (Jill/Christi to provide from Village).</p> <p><b>Brenda moved to approve the Agenda with these revisions. Linda seconded. Motion Carried.</b></p>	
4.	<p><b>Approve May 16, 2024 Meeting Minutes</b></p> <p>Discussion of whether the May minutes should reflect that for item 5.1, someone had suggested they could follow up with the Village, but it was unclear whether that had been Christi or Jill, both of whom were not present to confirm.</p> <p><b>Anne moved to approve May 16, 2024, Board meeting minutes as presented. Kumari seconded. Motion carried.</b></p>	

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5.	<b>Unfinished business arising from May 16, 2024 Minutes</b>	
5.1.	<p><b>Bylaw Recommendations</b> – This matter concerns the after-hours book drop and required a review of previous events. Village of Radium bylaw officer had discussed the idea of making anything in the book drop room fireproof, in case of future vandalism. Jackie received suggestions from other libraries and did research, but the door for our book drop is too narrow for these options (only 24" wide, and minimum 28" on the researched options), and other libraries did not recommend an external-to-building book drop. Other suggestions have included getting a welder to line the existing wooden bin with steel sheeting. The need to act with the Village to prevent voiding insurance was discussed and it was determined that a spokesperson was needed to connect with the Village, possibly the bylaw officer, as Public Works is quite busy and the book drop bin is not strictly a 'building issue' (not connected to building envelope). A motion was made for Brenda to follow up. <b>Linda moved to appoint Brenda, Kumari seconded. Motion carried.</b> However, Christi volunteered to be the contact person once she arrived, so the previous motion was rescinded. Item remains on agenda for July.</p>	<p><b>Christi: Follow up with bylaw officer to discuss parameters for library to acquire a safe book drop either by updating current bin or purchasing new bin.</b></p>
5.3	<p><b>HR/Personnel (in-camera)</b></p> <p><b>Brenda moved that the session go in camera. Linda seconded. Motion carried.</b></p>	

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#	Agenda Item	Action By
5.4	<p><b>Policy Committee Update</b></p> <p><b>Brenda motioned to leave camera. Linda seconded. Motion carried.</b></p> <p>Anne provided the Policy Committee update. A new version of the Board Trustee orientation package should be ready for the July 18 meeting. After that, the Committee intends to proceed with a chapter-by-chapter review of the existing Policy Manual (11 chapters). Each chapter will then be presented to the full Board for approval.</p>	<p><b>Committee: Review trustee orientation package and submit to full Board for approval at July meeting.</b></p>
6.	<p><b>New Business</b></p>	
6.1	<p><b>Reports Agenda</b> Review of the Reports as Presented:</p>	
6.1.1	<p><b>Financial Report</b> – Danielle was able to provide financial information from the Village up until the end of May; however, because the info arrived quite close to the meeting date, board members did not get sufficient time to review the financial info prior to the meeting.</p>	<p><b>Board: Review financial information provided by LD and discuss/approve at July board meeting.</b></p>
6.1.2	<p><b>Library Directors Report – (see attached PDF)</b></p>	<p><b>Danielle: Write formal letter of funding request to Friends for the STEAM program. Send to Board Chair for approval before forwarding to Friends.</b></p>
6.1.3	<p><b>Friends Liaison Report</b> – Meetings will not happen monthly over summer. No report currently as new executive needs time to organize.</p>	<p><b>Danielle: Remove 6.1.3 from Jul and Aug agendas.</b></p>

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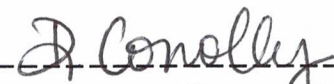
#	Agenda Item	Action By
6.1.4	<p><b>KLF Report</b> – Covered in 6.1.2. Jen unable to attend today’s meeting.</p>	
6.1.5	<p><b>Village Update</b>  <a href="https://radiumhotsprings.ca/2024/05/14/radiums-community-plan-project-coffees-on-us/">https://radiumhotsprings.ca/2024/05/14/radiums-community-plan-project-coffees-on-us/</a>                      This week’s coffee to take place June 20 at Horsethief pub. Christi to attend.</p>	
5.2	<p><b>Finance Committee Update –</b>                      Cannot approve financial package from Village as it was supplied late by Library Director.</p> <p>Researching short-term investment options with KSCU on hold as bank is busy with updates due to new changes in banking regulations. Christi got a brief overview of what is available, but cannot proceed without further information. Item moves to July agenda.</p> <p>Friends of the Library raised almost \$2,000.00 for RHSPL at the May Long Weekend Garage Sale fundraiser.</p> <p>Little Free Library at Sable has been vandalized for a third time. Suggestion to move it to the Village Office for a safer location will need more discussion with Friends of the Library.</p>	<p><b>Danielle: Add approval of financials from Village to July agenda.</b></p> <p><b>Danielle: Add KSCU options research to July agenda.</b></p>
6.5	<p><b>Question Period</b>                      No questions.</p>	

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#	Agenda Item	Action By
7.0	<b>Perpetual Calendar</b> Discussion of when is best to invite Mayor to RHSPL board meeting – Mayor busy in the fall but many board members away for summer.	<b>Anne: Send formal invitation from Board Chair to mayor to attend upcoming board meeting.</b>
8.0	<b>Dates of Upcoming Meetings (Thursdays) @ 4pm</b> July 18, 2024 August 15, 2024	
9.0	<b>Adjournment</b> Linda moved the meeting be adjourned at 6:05 pm.	

Minutes submitted by: *Danielle Conolly*, Temporary Library Director/Secretary

  
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 Board Chair: Anne Jardine

  
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 Temporary Library Director, Secretary: Danielle Conolly