

**Kootenay Library Federation
Board Meeting
23 October 2010**

Location: Montrose Community Hall
490 9th Ave.
Montrose, BC

Attending:

Board Members: Karen McDonnell, Trail; Laura Harding, Trail; Lyn Gardner, Creston; Kay Hohn, Salmo; Maureen Krohman, Beaver Valley; Vivienne Robinson, Castlegar; Paula Rogers, Nakusp; Holly Auger, Invermere; Ray Moore, Nelson; Catherine McCormick, Kaslo; Roberta Rodgers, Cranbrook; Jane Hayes, Kimberley; Sheila Gardezi, Grand Forks; Marie Tremblay, Rossland

Library Directors: Amy Veysey, Salmo; Liz, Robinson, Invermere; Heather Buzzell, Grand Forks; Ursula Brigl, Cranbrook, Heather Maisel, Castlegar; Jane Jones, Radium; Marie Onyett, Beaver Valley; Stephanie Blotz, Midway

KLF: Joanne Richards, Helen Graham

Minutes: Helen Graham

Chair: Jane Hayes

Call to order: 10:23 am. PDT

1. **Introductions:** Around the table mentioning which library, if they were a Board Member or Library Director. KLF Board identified: Jane Hayes, chair; Vivienne Robinson, Treasurer; Roberta Rodger, 1st vice-chair; Kay Hohn, 2nd vice chair. Would like table, tent-style name plates for next meeting. Helen will make them and keep them for future meetings.

Congratulations: to Nelson and Castlegar libraries on successful referenda result in South Area H (RDCK) and to Nelson Library for successful result in Area F (RDCK); 2 of 3 referenda were successful. **Ray Moore**, Nelson noted that this meant a raise in taxes in these areas for library services. Library mil rate \$10/\$100,000 property value. Powerful opposition to tax supported library service. Area F passed by 3 votes, **Heather Maisel:** Area H people will get to chose which library to use. Taxes will be split according to Area H membership at each Library.

Committees: Suggest that committees may want to meet at lunch to get re-acquainted.

2. **Additions to the Agenda/Approval of the Agenda:** Add round table discussion Section 8. (a) Motion to approved agenda, with additions. Holly Auger, Second: Vivienne Robinson

3. **Approval of the minutes of 15 May 2010:** Motion to approve minutes. Roberta Rodgers, Second: Holly Auger

4. **Correspondence:** to file
 - a. Jane Hayes e-mailed Dr MacDiarmid, Dr. MacDiarmid's reply circulated at meeting.
 - b. Joanne Richard's letter to Dr. MacDiarmid included a report on KLF activities plus newspaper articles. Report made special reference to Cranbrook's participation in the Red Cedar Book Awards and Greenwood's and Midway's participation in Reading Link Challenge.

 - c. Reading Link Challenge (RLC) - Stephanie reported on RLC – at the start, schools had to be convinced to participate. At the end, children who never usually read one book a year read 6 novels. Kids that hadn't enrolled in the RLC wanted to do so half way through. Added extra piece so all children can participate. Joanne: Provincial funding for RLC has been cut; KLF supporting the RLC for interested communities. Nelson Library is participating this year.

 - d. Paula Rogers, Nakusp: announced that Nakusp Public Library has hired Sabina Iseli-Otto as Library Director, starting March 1, 2011

5. **Chair's Report:** Presented by: Jane Hayes. (sent out with package) Jane notes she misspelled her name. Motion to accept and file. Jane Hayes, Second: Paula Rogers. Accepted.

6. **Treasurer's report:** Presented by: Vivienne Robinson (balance sheet and income statement attached). See by balance sheet we are in good shape, Right on target for this time of year. All the funding in place at this point. No surprises.

Discussion:

Ray: Why have are some expenses higher than the percentage of time left in the year?
Joanne: Some costs front end loaded.

Kay: Why is marketing expense way over budget? OBOK Booklets.: Ask Helen or Joanne about this expense during lunch break if you want more details.

Amy: Why did you spend so much on computers this year? Joanne: We didn't spend anything on computers this year. Computers are in the Capital Assets category, because every year the KLF, or any company, has to show depreciation on capital assets. The amount below the cost of the computers is how much has been deducted over the years, the total is the amount left to deduct. The computers will no longer be considered assets, but they are still in good working order and the KLF has no plans to replace them at this time.

Motion to approve. Vivienne Robinson, Second: Holly Auger: Carried

Motion to appoint Laurie Pettijohn as accountant for 2010-11 fiscal year Vivienne Robinson, Second: Holly Auger: Carried

7. **LDAG report:** Ursula Brigl: See: LDAG Meeting September 29, 2010 Minutes. Motion to accept and file report. Catherine McCormick, Seconded: Ray Moore

8. **KLF Director's report:** Joanne: (sent out with package)

Question & Answers:

Common ILS working well. Ray: I thought there were some problems – the written documentation wasn't there and it was expensive. Joanne: It is true that policy and other documentation is under development. The Recurring (Maintenance) Fee is more expensive than originally proposed. With the Recurring Fee schedule approved by the membership at the BCLC Members' Council meeting in September, the fees are higher than originally anticipated, but substantially lower than the first proposal sent January 2010. As an example Grand Forks' maintenance fee will increase 2.5 times over fees paid for Mandarin ILS, rather than 5 times as originally proposed. This new schedule is for base services and will be in place for the next three years (to 2013).

The BC Libraries Cooperative Board has more balanced representation – Joanne & Margo Schiller (Terrace) were elected to the board last April. Question: How many libraries in the Lower mainland are on SITKA? None. Paula: What is the long-term outlook for SITKA? Will the support be there? Joanne: Yes. The province has provided substantial support and is committed to the project. College of the Rockies and 11 KLF libraries now use Evergreen and more scheduled to go on. Ursula: Cranbrook needs acquisitions and serial modules functionality to improve before they can adopt this ILS. Small libraries are especially pleased with it, because it is much better than the ILS they could

afford before they migrated to SITKA. Joanne: To support the system, the KLF put on a cataloguing workshop last spring and will do more in the future.

Federations working together. Consortium purchases across the six federations are being investigated. Better economies of scale.

Catherine: Any changes planned for OBOK? Joanne: Need to strike a new committee. For the tour, 14 libraries in 30 days is too much. Look at project and see what we can do. Other ideas rather than author readings are being looked at. Q: Can libraries work together to put on event? Joanne: It's up to the Libraries to form collaborations like that. It is a good idea.

Motion to accept and file report. Catherine McCormick, Seconded: Vivienne Robinson.

8. a. **Round table:**

Sheila Gardezi, Grand Forks: Looking at getting comfortable seating for the whole Library, so everyone isn't using seating in the teen area. For the first time the Library will be doing Story Times at Strong Start Centres. Revising policy manual. Would like to expand into basement, looking at ways to accomplish this.

Lyn Gardner, Creston: Collective agreement now in place. Library recently did a survey on usage and hours.

Holly Auger, Invermere: Wednesday night events are a huge success - Everything from hula hooping, knitting, scrabble, to inspirational speakers drawing large crowds. Last Wednesday 80 people came to listen to Dr. Tom Ristomaki, from Kimberley talk on "What to do with Your One Wild and Precious Life". Due to an increase from the regional district, the Library was able to hire new staff member.

Paula Rogers, Nakusp: Sabina Iseli-Otto has been hired as Library Director starting March 2011. She will be replacing retiring director, Evelyn Goodell. The Library has been renovating, using grants, for some time now. This year all the old window were replaced with energy efficient ones. Now working on universal access to the Library. The Library didn't get the grant they were hoping for, but the historical society got the money for an elevator in the same building. If Historical

Society doesn't use library the money for an elevator, the Library can use the money for a ramp.

Jane Jones, Radium: Have finalized policy manual and working on a 2 year strategic plan. SITKA working well.

Catherine McCormick, Kaslo: Migrated to Evergreen in May 2010.

Existing computer too slow to run program. A newer computer was donated and works much better. Annie and Eva's job descriptions were reorganized when Annie returned from maternity leave. Eva is now the Library Director and Annie is Library Services Coordinator. On November 3, 2010 the board will take the fight to increase mill rate to the community. Hopefully there will be an increase in the mill rate, so the Board can increase wages. Village renos have had an impact on the Library. At this time the Village doesn't seem to have long term plans, but sprinkler system and geothermal heating will affect library. Twenty one people attended the OBOK.

Maureen Krohman, Beaver Valley: Very well run library, funding seems OK this year. Children's programs very well attended. Working on strategic planning. Space – was very excited about a civic building, but whole thing fell through. Space is major concern, but making do with existing space. Have done some improvements to make existing space more inviting.

Marie Tremblay, Rossland: Library programming room not big enough.

Starting November 3 the Library is going to host book discussions at Café-West, a bookstore/coffee shop in Rossland. It will run every Wednesday in November. The books will be Canadian, not necessarily new, and the program will run on the Canada Reads model.

Karen McDonnell, Trail: First board meeting with no grievances, things looking up. Revamping library, trying to make it more user friendly. Acquired 18 used computers from the City, which will be used as public access computer stations. Library usage, membership and hours up. Hired new children's programmer.

Vivienne Robinson, Castlegar: Main event this fall was the referendum for Area H. Staffing adjustments: looking for a temporary Library Director to cover

Heather's maternity leave, starting in Jan and there are new faces behind the counter. Over the summer, they held library bingo, which encouraged people would look at all the materials the Library has to offer. Thinks OBOK it's a great idea. When people go into the library some people want BC books, promoting authors in our community a great idea.

Stephanie Boltz, Midway (LD): Telemarketing computer generated virus from Russia hijacked the library's router. It took the IT person they brought in a while to find the problem, because it's in the router, not on the computer. Anti-Virus programs don't pick it up. Facebook is a problem because there is no cleansing.

Jane Hayes, Kimberley: Library renovations completed. Enjoying revamped space – programming/board room has great views of the mountains and Platzl. \$35,000 has been donated to they Library, which has generated a discussion on what to do. Should we start a foundation, spend money of furniture, etc.

Kay Hohn, Salmo: Great staff. Circulation Desk run by volunteers. Amy doing survey to find out what training volunteers feel they need. There is a new roof on the Library portion of the building funded by a CBT grant. Carpet going to be replaced by laminate. Will make for a lighter, cleaner library. Strategic Plan now ready to use. Ursula Brigl was seconded to help with the strategic plan a couple of years ago. It is a 3 year plan. Village & Regional District gave more money this year. Expanding into next door second hand store. Can e-mail out strategic plan to anyone who wants to take a look at it.

Ray Moore, Nelson: I already talked about referendum. Remodelling getting close to finished. Total cost \$565,000. Hired professional fundraiser, who did nothing; Ray's wife, who has experience as a fundraiser, took over and raised \$100,000. One family donated \$50,000 in honour of the family. Renos have been going on for a year. The Library collaborated with the Kootenay Co-Op to produce a beautiful, literary cookbook, "*Seasonings*". Once costs are covered all proceeds will be going to the Library. Looking at revamping the policy manual. Sechelt Public Library is doing a Living Book Program, where a person can check out a "Living Book", or person with an unusual story to tell. The lender donates to the Library for the

privilege of listening to the Living Book for a specified length of time. Nelson is interested in looking into this program.

Roberta Rodgers, Cranbrook: The Friends made \$1700 at their book sale. Spa day presented to organizer. Looking at a home bound outreach program. Asking City for a 10% increase to current budget. Library service has been consistently improving since the new library was opened. The 5th Idlewild Musicfest featured Valdy. Every year the event is getting better. Looking at partnering with another community group. Strategic Plan has been meeting goals. Friday October 22 the Library hosted "45 Books in 45 Minutes". Lots of fun. 21 people read and reviewed of a total of 45 books. Each review was limited to 1 minute. Kaslo had the same event with a slightly different format. Lots of fun, great community involvement. Recommend it to others.

9. Committee Reports:

Policy Committee: Review of KLF Agreement and Policy. Agreement will form the backbone of policy manual. Committee will continue to work on this development. See attached report. Motion of support for policy committees suggestions. Karen McDonnell /Vivienne Robinson; Carried

Roberta: Travel Compensation Policy See attached report - KLF encourages car pooling when possible; "compensation policy does not include travel to the KLF Conference." Motion to approve as amended: Roberta Rodgers/Paula Rogers; Carried

Changes to the KLF Agreement:

- a. Joanne's has become employee and her contract covers what she does. Motion to replace Schedule B: Job Description – Director with Joanne Richard's contract. Paula Rogers, Second: Holly Auger. Carried.

- b. Changing fiscal year: Current the fiscal year is April 1st to March 31st. Several problems arise from this: accountants don't have time to do review in the April and May, so it is difficult to get financial information prepared for the Inaugural meeting. SOFI based on calendar year. Motion to change fiscal year in Definitions to align with calendar year. Roberta Rodgers, Second: Holly Auger. Carried.

- c. Proposal: to change wording in 8.3 of the KLF Agreement to: The Finance ~~and Planning~~ Committee will propose a draft budget at the fall meeting. This provisional budget will be used until the final budget is approved at the spring meeting. Motion to change. Karen McDonnell, Second: Roberta Rodgers. Carried.
- d. Proposal: to change wording in 8.6 of the KLF Agreement from 60 days to 90 days. To read: A financial statement shall be prepared quarterly and sent to the Board Treasurer by the Director. The Finance Committee shall render year-end financial statements to the Board within ninety (90) days of the end of the fiscal year. Motion to change. Catherine McCormick, Second: Lyn Gardner. Carried.

- e. Proposal to change section 6.2. of the KLF Agreement to:

6.2 The term of office of the Chair, 1st Vice-Chair, 2nd Vice-Chair and Treasurer shall be for one fiscal year commencing after the Inaugural Meeting.

6.3A Board member may hold the office of chair for a total of 4 fiscal years.

Motion to change. Kay Hohn, Second: Lyn Gardner

- g. Proposal to change wording in Section 5.5 to read: If any member of the Board resigns, or is absent from two consecutive Board meetings, the Orientation Committee will contact the library board of trustees and the Library Director, of which said Board member is a trustee, asking for a new representative. Discussion: Some KLF libraries do not regularly participate in meetings. Their membership is valuable to the KLF and we want to encourage participation. Suggest that the KLF Orientation Committee make overtures to these libraries encouraging participation in the organization. Roberta suggests: drop "without reasonable excuse". Q: Who is on the KLF Orientation Committee? Jane Hayes, Lyn Gardner, and Jim Bertoia
Motion to change. Holly Auger, Second: Vivienne Robinson. Carried.

Orientation Committee Report: Jane Hayes presented working orientation document she prepared. Final version to be reviewed by committee.

10. **KLF Support for Provincial Initiatives** – banking for PLSB projects

Motion that the KLF accept banking responsibilities for a selected PLSB administered project when requested and as needed. KLF responsibilities are limited to banking the grant for project, receiving and paying invoices from the grant, keeping records of the transactions and reporting to PLSB.

Moved: Vivienne Robinson, Second: Roberta Rodgers. Carried.

Adjourned: 2:30 PDT

KLF Committees 2010-2011

Finance: Vivienne Robinson, chair; June Stockdale, Ursula Brigl

Service Review: (monitor progress of strategic plan) Kay Hohn, chair; Paula Rogers, Heather Maisel

Policy: (develop and review) Heather Buzzell, chair; Ray Moore, Roberta Rodgers

Orientation (to KLF): Jane Hayes, chair; Jim Bertoia, Lyn Gardner

Advocacy: Shella Gardezi, chair; Heather Buzzell, Stephen Gort, Roberta Rodgers, Emma Dressler?

**Kootenay Library Federation
Balance Sheet
As at September 30, 2010**

ASSETS

Current Assets

KSCU Chequing	\$ 108,189.53
KSCU Term 2	51,075.00
Total Cash	<u>159,264.53</u>

Accounts Receivable

Accounts Receivable	3,907.44
Accrued Interest	164.22
GST Receivable	344.70
HST Receivable	135.48
Total Receivables	<u>4,551.84</u>

Capital Assets

Computers	7,921.25
Accum Amort: Computers	<u>(7,476.15)</u>
Total Capital Assets	<u>445.10</u>

TOTAL ASSET	<u><u>\$ 164,261.47</u></u>
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LIABILITIES

Current Liabilities

Accounts Payable	\$ 681.14
Payroll Taxes Payable	2,226.89
Total Current Liabilities	<u>2,908.03</u>

TOTAL LIABILITIES	<u>2,908.03</u>
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EQUITY

Equity

Investment in Capital Assets	445.10
ILS Reserve	33,600.00
Equipment Replacement Reserve	2,500.00
Contingency Operations Reserve	33,104.94
KLF Conference Fund	35,000.00
Retained Earnings - Previous Year	0.00
Current Earnings	56,703.40
Total Equity	<u>161,353.44</u>

TOTAL EQUITY	<u>161,353.44</u>
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LIABILITIES AND EQUITY	<u><u>\$ 164,261.47</u></u>
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**KOOTENAY LIBRARY FEDERATION
INCOME STATEMENT
APRIL 1 TO SEPTEMBER 30, 2010**

REVENUE	YTD	BUDGET	% DIFF
Province of BC Grants			
Provincial Operating Grant	\$ 111,714.00	\$ 111,714	100%
Other Provincial Grants	-	-	0%
Total Grant Revenue	<u>111,714.00</u>	<u>111,714</u>	<u>100%</u>
Other Revenue			
Interest	30.13	300	10%
Outside Agencies	3,900.00	8,150	48%
Transfer from Reserves	5,200.00	-	0%
Total Other Revenue	<u>9,130.13</u>	<u>8,450</u>	<u>108%</u>
Library Contributions			
Shared Collections	1,000.00	-	0%
Consortium Purchasing	27,462.79	40,000	69%
Author tours	2,625.40	4,240	62%
Projects	513.98	1,750	29%
Total Library Contributions	<u>31,602.17</u>	<u>45,990</u>	<u>69%</u>
TOTAL REVENUE	<u>152,446.30</u>	<u>166,154</u>	<u>92%</u>
EXPENSE			
Library Development			
Shared Collections Expense	916.86	1,400	65%
Shared Equipment Expense	-	-	0%
Consortium Purchasing Expense	27,826.19	50,000	56%
Author tour expense	7,817.26	12,040	65%
Professional Development	7,055.74	10,150	70%
Project expense	1,229.65	11,300	11%
Common ILS	5,200.00	-	0%
Local Initiative Project Grants	-	5,000	0%
Total Library Development Expense	<u>50,045.70</u>	<u>89,890</u>	<u>56%</u>
Operating Expenditures			
Accounting and Legal	1,579.38	3,904	40%
Amortization	-	-	0%
Bank Charges	95.00	200	48%
Board Expense	-	-	0%
Consultation	-	-	0%
Donations	50.00	250	20%
Equipment Replacement Reserves	-	1,000	0%
Office Supplies & Operations	1,451.83	3,500	41%
Marketing and Promotion	4,530.24	1,500	302%
Meeting expense	12,453.30	16,500	75%
Contract Support Staff	6,963.99	12,630	55%
Total Payroll	17,333.40	33,972	51%
Director Travel for KLF Business	835.87	1,500	56%
Other Travel for KLF Business	404.19	1,000	40%
Total Operating Expenditures	<u>45,697.20</u>	<u>75,956</u>	<u>60%</u>
TOTAL EXPENSE	<u>95,742.90</u>	<u>165,846</u>	<u>58%</u>
NET INCOME	<u>\$ 56,703.40</u>	<u>308</u>	

Policy Report for the KLF Board Meeting October 23, 2010

We have done some preliminary research into what makes up a policy manual for a Library Federation. Other BC Library Federations were looked at, but there is little available data in regards to policy.

However, in examining the KLF Agreement there is much that could become the basis of a policy manual. Some suggestions for the committee to look at;

- Governance – rules for meetings, board membership, governance structure etc.
- Membership – how does a electoral district/community/library become a member of the KLF, what advantages are there in becoming a member for a community without a library, sections 11.0 and 12.0 of the Agreement.
- Services provided by the KLF: including a group discount or consortium purchasing bargaining (KLF does this but can't promise to do this forever), the author tour policy, etc.
- Collection – the children's programming boxes and databases. Suggest: a policy stating that the KLF will not fund/subsidize or otherwise support local purchases. Suggest: the support of the CLA/BCLA statement of intellectual freedom. Suggest: statement that the KLF will not play a decision making roll in challenges to the collection.
- Human Resource: Board hires Director; Director hires other staff policy statement. Equal opportunity employer.
- Travel and Professional Development: Especially in regards to the KLF's percentage of support for these events (PD) and what mileage KLF will pay to libraries for travel. Also, that those libraries are encouraged to car-pool.
- Dissolution policy: Two parts, how a library withdraws from the KLF, and the dissolution of the KLF and what happens to its resources.
- Finance Policy: Fiscal year, accountant, financial statements, spending without board approval (discretionary), use of reserve funds, and signing authority. Also wages, benefits, etc.

Respectfully submitted by Heather Buzzell, Library Director – Grand Forks; chair of the policy committee

Travel Compensation Policy

Compensation for travel and accommodations is the largest cost of the KLF events. It is sensible that libraries make the most economical arrangements possible for travel. The KLF encourages carpooling whenever possible.

Mileage:

The KLF will compensate mileage for one car per library for the LDAG meetings at the rate stated on the claim form.

The KLF will compensate mileage for a maximum of two cars per library for the Board meetings at the rate stated on the claim form.

The KLF will compensate mileage for one car per library for authorized events at the rate stated on the claim form.

Travel to the KLF Library Conference is not covered by this policy.

Accommodations:

LDAG meeting - one room per library

Board meeting – two rooms per library - this allows both the library director and a board member to attend the Board meeting.

Other KLF events – accommodations may be covered at the discretion of the Director.

Food:

Meals away from home community will be covered as per claim form.

KLF will cover costs for meals served at the meeting or event for all attendees.