



The purpose of the Kootenay Library Federation is to facilitate collaboration between member libraries, in order to foster and promote equitable and outstanding library services.

**Board Meeting Minutes**  
**October 19, 2019 – 9:30 AM to 3:00 PM**

**Coffee 9am**

**Location:** Holy Family Parish Centre, 521 4<sup>th</sup> Avenue, Fernie (250-608-4490)

**KLF Board Attendees:** Shane Fox (Penticton), Catherine Spence (Rossland), Anni Holtby (Nelson), Mary Kierans (Grand Forks), Frank Longo (Fernie), Marilyn McKinnon (Nakusp), Daneve McAffer (Invermere), Ellen Watters (Kaslo), Shelia Leman (Radium), Cathie Kearns (Kimberley), Shawn Whitelegg (Greenwood), Connie Beranek (Sparwood), Melody Bruce (guest, Sparwood), Anne Rayner-Gould (guest, Greenwood), Gail Wakulich (Cranbrook), Mindy Smith (Beaver Valley), Joanne Beetstra (Trail)

**Regrets:** Laurie Riehl (Creston), Jill Seaborn (Castlegar), KLF rep Midway, KLF rep Elkford, Janet Pierce (Salmo)

**KLF Library Director Attendees:** Emma Dressler (Fernie), Beverley Rintoul (Rossland), Eva Kelemen (Kaslo), Tracey Thierren (Nelson), Samantha Murphy (Trail), Saara Itkonen (Creston), Jim Bertoia (Sparwood), Heather Buzzell (Penticton), Cari Lynn Gawletz (Grand Forks), Ursula Brigl (Cranbrook), Jacqueline Wagner (Radium), Jackie Barber (Nakusp)

1. Meeting opening & icebreaker
2. ED performance review – in camera
3. KLF vision statement review – Daneve
  - Daneve described an organizational vision as the pathway we take to our desired future state. Ask ourselves “what is the ultimate impact we want the KLF to have in the future?”
  - Sample vision statements include:
    - Disney: To make people happy.
    - Oxfam: A just world without poverty.
    - Habitat for Humanity: A world where everyone has a decent place to live.

- Samsung: Inspire the world, create the future.
  - Nike: Just do it.
  - Hospice Society of the Columbia Valley: Hospice is an oasis where no one dies or grieves alone.
  - Working in groups, the meeting attendees were tasked with creating potential KLF vision statements. Suggestions included: Libraries without Limits, KLF Strong Together, A Future of Inspired Libraries, Growing Together, Libraries without Limits, Strong Communities, Libraries: Working together, Our Libraries: Working Together, Our Libraries: Stronger Together
  - Libraries without limits – speaks to a futuristic state
  - Everyone back together as one large group, worked through the suggestions and adapted them, adding these possible vision statements: Together without Limits, Libraries together without Limits, Libraries Vibrant Together, A Future of Inspired Libraries, A Community of Inspired Libraries, and after much spirited discussion, settled on: (KLF): Inspiring without Limits
  - The Executive Committee to work with the key phrase “Inspiring without Limits” and circulate to the Board for final approval.
4. Guest speaker: Bob Johnstone. Topic: KLF Board and strategic planning implementation.
- Bob sees a different organization governance-wise compared to two years ago where it was obvious people were not engaged.
  - Now he sees tremendous engagement, new governance policies and a new 5 year strategic plan in place.
  - The purpose of his talk today is to discuss how Boards implement and monitor strategic plans.
  - Governance means to steer (Greek word). There is a strategic aspect of this. Rowing is not steering, you are looking backwards. The captain is looking forward. Same with a Board.
  - Bob feels organizational planning has 3 dimensions, which are corporate, strategic and operational.
  - In strategic planning we do two things. One is to assess organizational performance. Look outside to see what could impact us. Two is to stretch organizational performance within realistic capabilities – this is a collaborative venture between board and staff. Staff know if resources are available.
  - Bob feels monitoring strategic plans works in the reverse order of organizational planning. Therefore, monitoring is done first operationally, then strategically, then through the foundational beliefs.
  - Stakeholders focus on the mission, vision, foundation – the foundations of success.
  - (discussion about the empowerment of the executive committee by the board as a whole)
  - Monitoring works in reverse. Corporate, strategic and operational.
  - **Breakout exercise** - below is a combined summary of ideas generated by the four breakout groups when asked to identify the information the Board needs to monitor achievement of strategic plan.
    1. Funding:
      - info from provincial (allocated funds)/fed level (UBCM: how many libraries approached to advocate)
      - current sharing of KLF financial information good as is, AGM & financial statements
      - communicate state of KLF finances (behind, ahead, on track toward realizing goals?)

- KLF to create a central resource of potential funders
  - KLF to share information on eligible grant opportunities, successful and unsuccessful applications and evaluate unsuccessful applications for future successes
  - member libraries share their success at grants, new grants ID's and baseline increases
  - update on actions or strategies, along with outcomes, by KLF
  - communicate the progress made with each objective. What stage has been achieved?
  - Director/member Libraries/ Executive since beginning of plan and last meeting
2. Advocacy:
- Advocacy Committee to develop initiatives
  - sharing of local initiatives and successes
  - advise of progress in writing the plan, and where elements of the plan have been taken from (BCLTA and BCLA toolkits?)
  - communicate the progress made with each objective. What stage has been achieved?
  - the plans and recommendations created by Committee to be presented to the Board for approval
  - update on actions or strategies, along with outcomes, by KLF Director/member Libraries/ Executive since beginning of plan and last meeting
3. Enhance communication:
- ask Communication Committee to develop messages, who to communicate with and how. Identify and describe mechanisms.
  - reporting in newsletters (what messages and status – successes and challenges)
  - maintain member communication through newsletter and annual evaluation
  - list KLF committee members on website
  - create a KLF Facebook group
  - ensure adequate resources (people and funds) exist to achieve goals
  - communicate the progress made with each objective. What stage has been achieved?
  - Advocacy and Communication Committees may need to come together in future
  - update on actions or strategies, along with outcomes, by KLF Director/member Libraries/ Executive since beginning of plan and last meeting
  - ensure each member library has an equal voice
4. Opportunities for collaboration and mentorship:
- Executive Director to share opportunities of collaboration and mentorship (both offered and accepted)
  - LDAG and libraries (high level collaboration and failures)
  - professional development – what opportunities have been identified?
  - professional development - analyse results and do annual evaluations
  - mentorship program to highlight who/where the areas of expertise
  - communicate the progress made with each objective. What stage has been achieved?
  - mentor program from directors (reporting meetings via zoom and any info/outcomes)
  - Update on actions or strategies, along with outcomes, by KLF Director/member Libraries/ Executive since beginning of plan and last meeting

## 12:30 PM – 1:30PM Lunch & tour of Fernie Library

### 5. Consent Agenda

- a) Daneve McAffer moved and Shane Fox seconded the agenda be adopted. Carried.
  - b) Minutes of April 13, 2019 meeting
  - c) Report – Chair
  - d) Report – Treasurer
  - e) Report – Executive Director
- All minutes and reports were accepted.

### 6. LDAG Chair report, Cari Lynn Gawletz (verbal)

Yesterdays' LDAG meeting yesterday included Professional Development in the morning and a business meeting in the afternoon. The LDAG communicated their requests:

- a) A KLF-wide conference to ensure that library staff (including Directors) have access to professional development opportunities. Some LDAG members will create a proposed conference budget and share with the Finance Committee before the Spring Board meeting. There is hope for a Fall 2020 conference. In the past, KLF conferences were held every two or three years.
- b) A review of the KLF subsidized databases be conducted, including current usage statistics, a scan of potential new databases for different database consortium purchases. LDAG recommends replacing Grant Advance with Grant Connect, and adding LibraryAware.
- c) Research be done on the scope and costs of engaging a HR/legal expert on retainer for all member libraries to access if necessary.

### 7. Finance Committee - 2020 Budget

Moved by Shawn Whitelegg, seconded by Mindy Smith to accept the proposed 2020 Budget. Carried.

### 8. Governance Committee

- a. Strategic Plan – Daneve endorsed the strategic plan document as presented in the meeting package. She explained the strategies will be developed by the Executive Director.

Moved by Shane Fox and seconded by Joanne Beetstra that the KLF 2019-2023 strategic plan be approved. Carried.

- b. Policies – Daneve

The Governance Committee endorses the approval of four revised policies and one new policy.

Moved by Mindy Smith and seconded by Shawn Whitelegg that the revised policy: Consortium Purchasing be approved by the KLF. Carried.

Moved by Shane Fox and seconded by Cathie Kearns that the revised policy: Travel Compensation be approved (as per revision discussions) by the KLF. Carried.

Moved by Joanne Beetstra and seconded by Shawn Whitelegg that the revised policy: Code of Conduct and Confidentiality Statement be approved (as per revision discussions) by the KLF. Carried.

Moved by Marilyn McKinnon and seconded by Gail Wakulich that the revised policy: Conflict of Interest be approved (as per revision discussions) by the KLF. Carried.

Moved by Mary Kierans and seconded by Mindy Smith that the new policy: Online Motions be approved. Carried.

- c. Review of Board evaluation survey – Anni lead a brainstorming exercise based on survey responses and recognized areas of improvement.

A3. “The Board ensures that the KLF’s accomplishments and challenges are communicated to members and stakeholders (including financial and human resources).” How can we do this better? Newsletters are a beginning. KLF reps share with their entire board. KLF Facebook page for sharing ideas.

B1. “Board members are aware of what was expected of them in relation to the 2015-2018 KLF strategic plan.” How can we do this better? Ideas from Bob this morning. New members – orientation. Member libraries could have KLF information to offer to their new board members. ED to share KLF intro to library directors. ED to do annual check with library directors on status of member library board members.

C5. “I promote the work of our organization in the community whenever I have a chance to do so.” How can we do this better? Informal conversations about cooperatives and a saving money. Benefits of access. Moving the meetings around within region. Swag such as buttons, and stickers for member library front doors.

Action: The Executive Committee and other committees to consider these ideas as we plan and do our work together.

**9. Call for members for Communications Committee - Daneve**

The purpose of committee is to identify our internal and external audiences, what are the messages we want to communicate, and how are we going to do it. Anticipates a workload of three or four Zoom meetings between now and Fall 2020. Catherine Spence and Marilyn McKinnon volunteered, and the LDAG will volunteer one person as well.

Our Spring 2020 meeting will be held in Nelson, April, and Fall 2020 meeting will be in Creston.

**Closing exercise** – what resonated from Bob’s presentation this morning?

Mindy – making a strategic plan more of a living document

Anne – weekly consultation with strategic plan

Frank, Jackie – agreement with what has been said

Taylor – the language Bob used, layers of the strategic plan. Values and mission statements

Marilyn – Nakusp has strategic plan on their monthly agenda and will look at it differently based on Bob’s presentation

Cari – useful details for the Executive Committee for how to monitor the strategic plan

Bev – ask more probing questions about not achieving actions in any strategic plan

Daneve – useful tools

Shane – strategic plan like a boat, rowing and steering, and knowing where you are going. Steering from 30,000 feet is important.

Ursula – confirmation that regardless of the organization, the same strategic structure is useful and applicable

Cathie – idea of actually doing something with the strategic plan

Heather – wanted a reminder of what SCORE stands for (strengths, challenges, opportunities, road blocks and evaluate)

Joanne – tasks all important. Did they do what they were supposed to do? How not necessarily important. Simplified the process for her. Focussed on the big picture and the results.

Samantha – appreciated the language and visuals Bob used

Melody – enjoyed it all

Sheila – vehicle to foundation statements

Catherine – made her appreciate her Library Directors’ monthly reports which are structured along with their strategic plan

Mary – subtle influencer of enthusiasm for strategic planning. Gave us a path forward.

Tracey – can see the growth of the KLF since Castlegar fall 2018

Ellen – hard to focus on concepts, step outside our task orientated means of doing things. Kaslo strategic plan nearing completion. Sees they need to make it part of their language, through ED reports, how things fit together and stay focussed.

Connie – check the compass

Anni – focus on the KLF, what are we here for, balanced well with our visioning exercise, also liked his language. Will make the Chair position easier – analogy – dragonboat drummer

Moved by Shane Fox and seconded by Shawn Whitelegg to adjourn the meeting at 2:55pm. Carried.