



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.

### Meeting Minutes

**Location:** Trail Public Library @ Riverfront Centre

**Time:** Saturday June 9, 2018  
10:00 AM to 3:00 PM

**KLF Board Attendees:** Anni Holtby (Nelson), Daneve McAffer (Invermere), Ellen Watters (Kaslo), Mary Kierans (Grand Forks), Shawn Whitelegg (Greenwood), Laurie Riehl (Creston), Colleen Jones (Trail), Catherine Spence (Rossland), Mindy Smith (Beaver Valley), Janet Pierce (Salmo), Marilyn McKinnon (Nakusp Alternate), Mike Redfern (Cranbrook)

**Regrets:** Pamela Pfannmueller (Midway), Jane Thurgood-Sagal (Radium), Jerry Vandebilche (Castlegar), Karen Smithies (Elkford), Frank Longo (Fernie), Cathie Kearns (Kimberley), Shane Fox (Penticton), Connie Beranek (Sparwood)

**KLF Staff:** Melanie Reaveley

**Guests:** Mari Martin, Libraries Branch and Kevin Millsip, BC Libraries Coop

**KLF Library Director Attendees:** Sandra Takenaka (Elkford), Jim Bertoia (Sparwood), Deanne Perreault (Cranbrook), Cari Lynn Gawletz (Grand Forks), Marie Onyett (Beaver Valley), Tracey Therrien (Nelson), Eva Kelemen (Kaslo), Kathryn Foley (Trail), Beverley Rintoul (Rossland)

1. Introductions were made around the room, with each person adding what they were excited about with regard to the KLF. Responses included: meeting new people, possibilities, engagement, this great new library, opportunities, sharing the Riverfront Centre, making connections, the opportunity to improve the KLF, new directions the KLF is looking at, governance changes, sharing and new people.

2. Agenda was approved with the amendment to move #9 to before #3. Motion to approve: Mike Redfern, seconded by Ellen Watters. All in favour, carried.

**9. Mari Martin, Director of the Libraries Branch**, spoke of the new government's mandate. In the past eleven months, there have been changes/shifts in direction and some of those details are still being determined for the Libraries Branch. The new government is focused on their three goals: 1) make living in BC more affordable, 2) improve the delivery of government services, and 3) develop and support a strong, sustainable and innovative economy.

- The new government see libraries as a conduit for citizen engagement for government initiatives, communication, and participation.

- By the end of June, provincial funding for Federations and public libraries will be allocated. Mari noted that the Libraries Branch is considering how they can improve the allocation of the grants they disperse. For example, the BC OneCard grant is connected to their 2004 strategic plan.

- A mandate of the Branch is to revise their 2017 Strategic Plan *Inspiring Libraries, Connecting Communities*.

- The results from the 2017 Connectivity Survey (done by BC Libraries Coop), with 4 key recommendations will be released soon.

- Mari is collecting thoughts from Federations and libraries to feed into their Strategic Plan revision. Issues that were brought up by KLF Library Directors included: rural issues, desire to be flexible and innovative, mental health issues/opiate crises in libraries, acknowledgement and support the role libraries play in the digital delivery of government services, recognition that libraries fill need for a safe, free and public community space for children after school and an interest in seeing the library act reviewed and brought into alignment with current realities.

- Mari asked that Trustees offer feedback on the following three points:

- How could the Libraries Branch renewed strategic plan help KLF member libraries? What are our priorities?

- What initiatives from the Libraries Branch would have the most impact on KLF libraries?

- What strategies could the Libraries Branch adopt that would help KLF member libraries move forward?

- please share your thoughts and opinions with Mari [Mari.Martin@gov.bc.ca](mailto:Mari.Martin@gov.bc.ca)

- Mari concluded her presentation reminding everyone that the Libraries Branch was there to support the member libraries and Trustees are welcome to contact them. An example: the Branch can consult with Library Boards if they are recruiting; by helping with job descriptions, etc.

- Anni reminded the KLF Board that when sharing thoughts and opinions with Mari, for each person to remember their dual roles as both a KLF Board member, and a Board member of their individual library.

**3.** The October 2017 minutes were reviewed and no changes were necessary. Motion to approve: Shawn Whitelegg , seconded by Daneve McAffer. All in favour, carried.

#### **4. Correspondence – none**

**6.a. Chair report** – Anni Holtby referred to the work the new Executive has taken on to maintain the momentum relating to the governance survey, report and review. She asked that each KLF Representative remember to present KLF updates/information at their member library Board meetings, to maintain a KLF presence and momentum. Suggestions for presentations include updates from the Executive Director, shared resources from BC Libraries Coop, and other library related topics.

**b. Treasurer's report** - Melanie Reaveley summarized the KLF's financial position at this point within the budget year. The KLF will receive their 2018 operating grant from the Libraries Branch by the end of June 2018.

Motion to approve: Shawn Whitelegg, seconded by Mike Redfern. All in favour, carried.

Recommendation to authorize the issuance of Global Payment MasterCards (one for the Bookkeeper and one for the Executive Director), with a credit limit of \$5000.00 limit.

Motion to approve: Mindy Smith, seconded by Colleen Jones. All in favour, carried.

Request for a Board member to consider the role of KLF Treasurer. Please contact either Anni Holtby or Melanie Reaveley if you have questions or are interested.

Request for Finance Committee members: Mindy Smith and Colleen Jones volunteered and will join the KLF Chair, LDAG Chair, and Executive Director. The Finance Committee will meet via telephone. Motion to approve: Mary Kierans, seconded by Shawn Whitelegg. All in favour, carried.

**c. Director's report** - Melanie referred to the report she shared electronically. Motion to approve: Mike Redfern, seconded by Catherine Spence. All in favour, carried.

#### **d. Libraries Branch report – see 3.0**

**e. LDAG Chair report** – Cari Lynn Gawletz made mention of the community engagement group work exercise everyone participated in yesterday, as part of the ongoing professional development opportunities the Library Directors value.

- Cari Lynn stated that the Library Directors are all in favour of the next group of governance motions.

## 7. Governance review discussion and motions

### **Notice of Motions:**

#### **Motion #1**

That the KLF continues representation from every member library, in the format of a Representative Assembly, consisting of one trustee representative from each member library.

Motion made by Mike Redfern and seconded by Mary Kierans.

Motion made by Mike Redfern to amend the motion, and for it to read as follows: That the KLF continues representation from every member library, in the format of a Board, consisting of one trustee representative from each member library. Seconded by Mary Kierans. Carried.

Vote on amended motion: All in favour. Carried.

#### **Motion #2**

That each member library shall appoint one of its trustees as its representative on the Representative Assembly and one of its trustees as an alternate representative.

Motion made by Ellen Watters and seconded by Marilyn McKinnon.

Motion made by Mike Redfern to amend the motion, and for it to read as follows: That each member library shall appoint one of its trustees as its representative on the Board and one of its trustees as an alternate representative. Seconded by Mindy Smith. Carried

Vote on amended motion: All in favour. Carried.

#### **Motion #3**

That the KLF Board becomes a 7-person board, elected from the members of the Representative Assembly. Motion made by Mary Kierans and seconded by Colleen Jones.

Motion by Mike Redfern to amend the motion, and for it to read as follows: That the KLF Board becomes a 7-person Executive Committee, elected from the members of the Board. Seconded by Colleen Jones. Carried.

Vote on amended motion: All in favour. Carried.

#### **Motion #4**

That the Board shall be composed of trustee representatives from the following matrix:  
4.1 one small library, one medium library, and one large library as per Schedule D of amended Agreement.

4.2 and further, shall be composed of representatives from a balance of the Kootenay geographic regions: East, West and Boundary/Okanagan. These representatives can be drawn from any sized library.

Motion made by Ellen Watters, and seconded by Daneve McAffer.

Motion by Mike Redfern to amend the motion, and for it to read as follows: That the Executive Committee shall be composed of trustee representatives from the following matrix:

4.1 one small library, one medium library, and one large library as per Schedule D of amended Agreement.

4.2 and further, shall be composed of representatives from a balance of the Kootenay geographic regions: East, West and Boundary/Okanagan. These representatives can be drawn from any sized library.

Seconded by Laurie Riehl. Carried.

Vote on amended motion: All in favour. Carried.

#### **Motion #5**

That LDAG members are invited to RA and Board meetings in an advisory, non-voting capacity including even in the absence of a RA or Board member. Motion made by Daneve McAffer and seconded by Shawn Whitelegg.

Motion by Mike Redfern to amend the motion, and for it to read as follows: That LDAG members are invited to Board and Executive Committee meetings in an advisory, non-voting. Seconded by Mindy Smith. Carried.

Vote on amended motion: All in favour. Carried.

Request was made for Governance Committee members, and that representation from one small, one medium and one large would be preferred. The LDAG Chairperson and the Executive Director would also sit on the Governance Committee.

**10. Kevin Millsip, Managing Director** of the BC Libraries Coop. Kevin asked everyone what do you think of when you hear BC Libraries Coop? Answers included the sharing/collaboration of resources, source of information, cost leveraging.

- Kevin shared his biography/work history and why he felt that not being from a Library or technical background was helping him.

- Gave a brief history of Sitka: formed out of the Ministry of Education, Evergreen initially began in Georgia (USA), viability for BC Libraries, and how rolling it out provincially was the beginning of BCLC

- BCLA receives \$1 million in funding from the Libraries Branch

- Will be leading a new strategic plan in the Fall. He intends to check in with all members in this process.

- Their AGM is being held June 22<sup>nd</sup>, people can call in or be present in person.

- Shared that the Coop has monthly Board meetings with a member’s forum feature. Members can call in with their questions, and are encouraged to do this.
- Asked everyone what other services could they offer? It is important to consider focused growth.
- Due to wide membership, a name change is being considered. Their members are well beyond BC.
- Kevin encouraged the KLF to invite BCLC staff to our meetings. BCLC staff can Skype in.
- BCLC staff are exploring their role in reconciliation and are also undergoing staff training.
- Kevin mentioned the Partners Stakeholders table monthly meetings where the four partner groups (BC Library Association, Association of BC Public Library Directors, BC Library Trustees Association and BC Libraries Coop) meet with the Deputy Minister of Education.
- We asked Kevin what can the KLF do to help and contribute to the Coop? Communication and participation in activities, services, were immediate answers.

**8.** KLF Orientation was shared by Melanie Reaveley.

**11.** New Business

- KLF next meetings are planned for October 19<sup>th</sup> (LDAG in Invermere) and October 20<sup>th</sup> (Board in Radium).
- Agenda will cover governance, strategic planning, and your ideas (please submit to Anni and Daneve).

**12.** Close of meeting – Daneve asked for each person to share 1) what they found valuable about today or what they liked about the KLF, and 2) what were they planning to bring back from today’s meeting to share with their Board?

<b>Name</b>	<b>What they found valuable about today or what they liked about the KLF.</b>	<b>What were they planning to bring back from today’s meeting to share with their Board?</b>
Shawn Whitelegg	Learning about the Coop and Sikta	Value of economies of scale
Deanne Perreault	Having the Trustees and LD’s together	
Laurie Riehl	Love getting together	The community role each library plays
Cari Lynn Gawletz	Having Mari and Kevin at the meetings	
Colleen Jones	Diversity of the group with both Board and LD’s	
Catherine Spence	Hearing from Mari	Feeling more informed

Mindy Smith	Warm, interesting group and that it is a support system/network	Motions made by KLF Board
Marie Onyett	Sharing of ideas	What other libraries are doing
Janet Pierce	Better understanding of KLF vs. member libraries	Better understanding of KLF vs. member libraries
Kevin Millsip	Listening	All the ideas to share
Eva Kelemen	Governance resolutions	Mari's 3 specific goals
Kathryn Foley	Grateful to host, shared enthusiasm, warmth from networking	Mari & Kevin's information, feel supported that they are our advocates
Marilyn McKinnon	Change she sees	Enthusiasm, collaboration, atmosphere
Mary Kierans	3 goals of BC government and how libraries fit into this	Kevin's talk
Ellen Watters	Meeting guests who keep us connected with the Library Gods, who we are serving & who we deal with	Returning with new information about the KLF new structure
Mike Redern	Enthusiasm and commitment; admires how libraries want to be something for all people	The KLF is not a remote body, it is integral to what we all do at our independent libraries
Daneve McAffer	Excitement for the future	More information about the KLF to keep her Board engaged
Anni Holtby	Team collaborative day, appreciates everyone's input	Decisions made, share enthusiasm, also interested to explore reconciliation as a theme

**Meeting adjourned at 2:55pm**