

**Meeting Minutes**  
**Kootenay Library Federation Board**  
**October 21, 2017**

**Location:** Castlegar Public Library

**Time:** Saturday October 21, 2017  
10:00 AM to 3:00 PM

**KLF Board Attendees:** Jackie Letkemen (KLF Chair, Castlegar), Don Berriault (KLF Treasurer, Beaver Valley), Martin Domeij (KLF Vice Chair, Grand Forks), Karen McDonnell (Trail), Shane Fox (Penticton), Catherine Spence (Rossland), Anni Holtby (Nelson), Mary Kierans (Grand Forks [observer]), Jerry Vandebilche (Castlegar), Frank Longo (Fernie), Heather Davidson (Nakusp), Daneve McAffer (Invermere), Ellen Watters (Kaslo), Cathie Kearns (Kimberley), Laurie Riehl (Creston), Shawn Whitelegg (Greenwood)

**Regrets:** Fred Stevens (Cranbrook), Brault Kelpin (Salmo), Pamela Pfannmueller (Midway), Harold Baytaluke (Sparwood), Karen Smithies (Elkford), Jane Thurgood-Sagal (Radium)

**KLF Library Director Attendees:** Beverley Rintoul (Rossland), Eva Kelemen (Kaslo), Tracey Thierren (Nelson), Kathryn Foley (Trail), Aaron Francis (Creston), Jim Bertoia (Sparwood), Heather Buzzell (Penticton), Cari Lynn Gawletz (Grand Forks), Mike Selby (Cranbrook), Jane Jones (Radium), Nicole Pawlak (Invermere)

**1.** Introductions were made around the room.

**2.** There were no new agenda items to add. Motion to approve agenda: Shawn Whitelegg, 2nd: Heather Davidson. All in favour, carried.

**3.** The May 2017 minutes were reviewed and no changes were necessary. Motion to approve: Daneve McAffer, 2nd: Ellen Watters. All in favour, carried.

Business arising - Clarification was asked for, on purpose of the Google document? Jackie explained it was created so Board members could input their responses to the CBT non-profit advisory groups' organizational assessment of the KLF. This will be addressed further in the Chairs' report.

**4. Correspondence** - none

**5. Succession planning** - Jackie explained that the current Executive will be stepping down in the Spring at the AGM. Jackie circulated a sign-up sheet for prospective Executive members to express their interest. This Executive will be involved in the

review of management functions of the Board with an eye to improving the efficiency and effectiveness of the Board. Question from the floor: What are the responsibilities of the Executive? Jackie explained: the Chair holds and promotes the vision of the KLF, leads all meetings, as well as communicates and directs the work of the Executive Director. 1st Vice is a support to the Chair. The 2nd Vice offers an additional perspective for the Executive group when matters come up. The Treasurer supports the coordination of the budget, approves expenses, seeks to understand and support LDAG proposed projects, and is a resource to the Executive Director.

**6.a. Chair report** - Jackie thanked everyone for their feedback from the CBT's Non-Profit Advisory group organizational assessment (the Google document referred to earlier.) Bob Johnstone, consultant, will include this feedback in the information he also collects today. A separate request for information "What does the KLF mean to you?" and "What does the KLF offer you?" garnered such a limited response that it will be set aside.

**b. Treasurer's report** - Motion to accept the 3 budget documents (income statement, balance sheet and project report) by Heather Davidson, 2nd: Shawn Whitelegg. Carried, all in favour.

Motion: To close the project fund budget line item (youth card project) and move the funds to the Library Promotion & Programming line item by Don Berriault, 2nd: Karen McDonnell. All in favour, carried.

Discussion about the draft 2018 budget. Questions were posed: around accountability for funds and how the ED seeks to balance due diligence with tracking. This discussion resulted in the Board recommending the ED itemize (using footnotes), how the Programming & Promotion budget is spent. Additionally, there is a request for the 2018 budget to clearly show the 2017 carry-over amounts separated out from 2018 amounts. The ED will revise the draft 2018 budget (with support of the Treasurer) and share a new version with the Board by the end of November 2017. The Board will formally approve the 2018 budget at the March AGM.

**c. Director's report** - Melanie spoke to her previous experience and her enthusiasm with being part of the KLF.

**d. Libraries Branch report** - Denise McGeachy. Denise spoke to her prepared slide show and left Board and Library Directors with two requests. Request one: think about what specifically would each of you do if your library was to receive more funding from the Government? She encouraged everyone to do advocacy work with their MLA and the Minister of Education, the Honourable Rob Fleming. Request two, please send Denise stories that illustrate the personal ways your library impacts your community.

**e. LDAG Chair report** - Aaron Francis spoke to the professional development and Library programming and promotion budget line items in terms of the requests and hopes the

Library Directors have with regards to STEAM initiatives. The focus on delivering STEAM (science, technology, arts and math) programming, using newly purchased equipment, will support both the Libraries Branch strategic plan, and member libraries' plans to offer innovative programming.

**7.** In person motion - to replace the electronic motions.

Motion made by Don Berriault, 2nd: Catherine Spence. All in favour, carried.

**8.** Motion to adjourn the KLF Board meeting at 12:15pm and go into the governance discussions section of the meeting. Motion: Don Berriault, 2nd: Karen McDonnell. All in favour, carried.

Note:

Working lunch followed - attendees in small groups organized by Bob Johnstone, to discuss options for structure, options for board membership, and options for representation. The discussion groups ended by 3pm.