

Kootenay Library Federation
Minutes, Board Meeting
October 25, 2008

Erickson Room,
Creston Recreation Centre,
312 19th Ave. North,
Creston, BC, 250-428-7127

Call to order – 12:25 pm

Attendance:

Trustees: Marilyn Rivers – Chair, Nakusp; Steve Warren, Grand Forks, Brain Volpatti, Trail; Maureen Krohman, Beaver Valley; Elaine Karras, Cranbrook; Vivienne Robinson, Castlegar; Catherine McCormick, Kaslo; Judy Little, Fernie; Holly Auger, Invermere; Richard Carver, Nelson; Ray Moore, Nelson; Jane Hayes, Kimberley; Iain Martin, Rossland; Kay Hohn, Salmo; Shawn Whitelegg, Greenwood; Bruce Faunt, Creston; Jennifer Dewald, Creston;

Librarians: Katherine Anderson, Grand Forks; Ursula Brigl, Cranbrook; Heather Maisel, Castlegar; Karin von Wittgenstein, Kimberley; Tracey Therrien, Salmo; Helen Graham, Trail; Marie Onyett, Beaver Valley; Ann Day (late arrival), Creston

Regrets – Sheryl Plotnikoff, KLF Treasurer, Trail

Minutes – Joanne Richards, Ursula Brigl

1. Introductions
2. Additions to the Agenda/Approval of the Agenda - No Additions, Motion to approve - Holly Auger, Second – Elaine Karras, carried
3. Approval of the Minutes of May 10, 2008 – Motion to approve the minutes as presented – Steve Warren, Second – Catherine McCormick, carried
4. Correspondence – received for information, Letter Jacqueline van Dyk – funding announcement; Thank you from Diane Sharp, former library director at Fernie; Letter from Nakusp – request for additional funds in support of migration to Evergreen. Discussed as item 10.
5. Report from the Chair
Marilyn Rivers is from the Nakusp Library Board. She works as an IT consultant, teaches at Selkirk College and works at the Chamber of Commerce in Nakusp. She believes that the KLF strategic planning process will be exciting. It will give the member libraries an opportunity to shape the future direction of the KLF to better serve the member libraries. She encourages all the libraries to participate in the process.
6. Treasurer's Report - presented by Joanne Richards for Sheryl Plotnikoff. Income Statement, Balance Sheet and details of spending for the KLF Library Conference and Author tours for 2008 were presented. Motion to accept the Treasurer's Report - Jane Hayes, Second - Brian Volpatti. Carried.

7. LDAG Meeting Report –

There were 12 of 19 libraries at the Castlegar Library for the fall LDAG meeting. Discussion of the 2008 Kootenay Library Conference concluded with a recommendation for a second conference in 2010. Libraries are asked to put forward suggestions for topics and presentations they would like to make or have included at the next conference.

Other discussions included:

- common circulation policy for the Kootenay libraries which has potential benefits as libraries migrate to the province wide integrated library system, Evergreen and for consistent patron experience with the BC OneCard
- continued support by the KLF for purchase of public terminal management system - Discover Station. This product is currently used in five libraries.
- options for KLF activities and training. Suggestions included KLF hosting a Friends Of Libraries meeting, shared library story boxes, puppetry workshops, training in use of online database resources, place making workshop, first aid training.
- promotional contest for October which is Library Month. This promotion includes a regional newspaper ad campaign. Several KLF libraries are participating in a guess the value of the library bag contest.
- developing a “One Book for the Kootenays” reading promotion. LDAG have asked Joanne to explore options for this type of promotion.

Tabled to conference calls were discussions of shared and circulating collections of large print books, audio books and a discussion of PALS.

8. Director’s Report – attached and distributed prior to meeting.

Question – What is the status of the BC Library Co-operative? As of Tuesday, October 21, the first interim board of directors were nominated by acclamation. Papers for registering the co-op will be filed with the BC registrar of companies. Anticipate early 2009 for completion of registration. First AGM will be in spring.

Motion to accept director’s report – Holly Auger, Second – Shawn Whitelegg

Question from Director – any queries regarding salary survey? – none.

9. Committee reports

Personnel Committee – Finance, Personnel and Policy committee met after the 2008 May Board meeting to discuss wage discrepancy that exists with KLF librarians working for KLF on a contract basis. This primarily concerns work done on the AskAway Virtual Reference Service.

Motion by Kay Hohn:

THAT for librarians doing contract work for the KLF, the Federation adopt the policy that the contract librarians be paid the greater of the wage the librarian would receive at their library of employment, or \$20.00 per hour, and that this policy be retroactive to April 1, 2008. Second, Brian Volpatti

Motion applies only to librarians working on contract for the KLF. This is not a lot of hours; for AskAway service about 8 hours per month. **Motion carried.**

Policy - no report

Call for more participants on committees - Steve Warren to join the Personnel committee.

10. KLF Support for migration to Evergreen – Steve Warren re-introduced the letter from Nakusp Public Library (attached). Nakusp seeks funding for work done to rebarcode existing library collection. Nakusp Library also requests an increase in the KLF financial support for the fees associated with the implementation of the Evergreen.

Steve Warren moves: **THAT the KLF Board review funding support from the KLF for library migration to Evergreen and adjust accordingly.** Second – Iain Martin.

Discussion – Funding for the Evergreen migration was proposed and approved in the 2008-2009 KLF budget. At that time, proposed implementation fees were not firmly set. Since then, fees have been adopted and in some cases (e.g. Nakusp) these fees are now higher than was originally anticipated.

Support for rebarcoding of existing collection is a separate matter. Seven KLF libraries will receive support for this work. Motion does not clearly address request for support for rebarcoding costs.

Steve Warren – **moved to withdraw motion.** Second - Iain Martin

Steve Warren moves:

THAT the KLF board approve funding in support of KLF library migration to Evergreen, as follows: 20% of the implementation fee charged by PLSB for libraries with service population of less than 9000 and 15 % of the implementation fee for libraries serving population 9000 or greater and that the board approves the one time grant of \$800 for Nakusp public library for rebarcoding of the existing collection. Second - Iain Martin

Question – Why is there a discrepancy for funding between libraries serving larger or smaller communities?

A – This represents a historical commitment on the part of the KLF to support the smaller libraries. It is an attempt to level the playing field for all libraries as smaller libraries tend to have lower per capita funding and higher per capita costs.

Motion carried.

Note from KLF Director:

The KLF funding support for migration to Evergreen will be tied to the invoice received from PLSB (or BC Library Co-operative). The percentage paid by the KLF will be a percentage of the invoiced amount and in accordance with the motion recorded in these minutes.

11. New Business

➤ Response to Strategic Plan RFP

Joanne Richards reported on the work done to date on the strategic plan RFP. The executive of the KLF Board and LDAG reviewed the draft RFP. Thereupon, the RFP was sent out and five proposals were received. It is recommended that a committee be struck to review the proposals by early November and that a decision be reached via a teleconference of the committee on awarding the contract. This recommendation would be presented to the KLF Board for ratification. The Strategic Plan RFP Review Committee: Joanne Richards, Marilyn Rivers, Steve Warren, Ursula Brigl, Heather Maisel

➤ Digitization Symposium

Joanne Richards provided an overview of the Digitization Symposium being organized by the PLSB. There is funding available from the PLSB to send two representatives from the KLF, plus a further two can attend at the federation's cost. Roberta Rodgers, the KLF representative from the Cranbrook Public Library, would like to attend. Heather Maisel, director of the Castlegar and District Public Library, expressed an interest, as did Helen Graham from the Trail and District Public Library.

Discussion arose regarding the purpose of the symposium and the potential impact digitizing archival material would have on local public access.

Moved by Steve Warren

THAT the KLF send Helen Graham, director of the Trail and District Public Library, to attend the Digitization Symposium in addition to the two representatives supported by the PLSB grant. – seconded, Catherine McCormick

Carried unanimously.

Roberta Rodgers and Heather Maisel will attend using the PLSB grant, Helen Graham will be sent at the KLF's expense from the staff development line of the budget.

12. Old Business

➤ Application for Charitable Status & Business Number Application

The request for charitable status and the application for a business number have been submitted. The KLF is awaiting a response on both these applications. It does not appear there will be any issues with either of these requests.

➤ Group Insurances – Directors’ Liability and Extended Health Benefits

Joanne Richards has made an application with an insurance company in Castlegar for Directors Liability Insurance for members of the KLF Board. She also enquired as to whether it would be possible to obtain a discount for all KLF libraries purchasing this insurance. This is an issue for PLA type libraries as Municipal libraries will likely have Director’s Liability Insurance extended to them from the city because they are appointed by the city council. Report will be made when Joanne hears back from the insurance agent.

Extended Health Benefits Insurance – based on the results of the salary survey, many libraries already have this type of insurance in place. If your library is interested in pursuing this topic further, please advise the Joanne.

➤ Libraries as tourist destinations

The provincial government received the request and is looking into matter. It is expected that action will occur in spring 2009. Joanne expressed her thanks for all the letters of support that were submitted to the provincial government in support of this initiative.

Next Meeting

The next meeting will occur either the weekend before or the weekend after Victoria Day long weekend in May 2009 in Grand Forks. This may be a 1.5 day meeting because of the strategic planning workshop for the entire Board. The annual general meeting will also occur at this meeting.

13. Adjourned

Holly Auger moved to adjourn the meeting at 2:00 pm.