

**Kootenay Library Federation  
Library Directors Advisory Group  
Minutes – May 9, 2008**

Salmo Valley Youth and Community Centre  
206 7<sup>th</sup> Street  
Salmo, BC

**Attendance:**

Chairperson: Ursula Brigl – Cranbrook

Jim Bertoia – Sparwood, Judy Foucher – Greenwood, Stephanie Boltz – Midway, Heather Maisel – Trail, June Stockdale – Nelson, Emma Dressler – Fernie, Annie Reynolds – Kaslo, Kathy Anderson – Grand Forks, Karin Von Wittgenstein – Kimberley, Tracey Therrien – Salmo, Jane Jones – Radium Hot Springs, Ann Day – Creston,

PLSB: Sabina Iseli-Otto

KLF: Joanne Richards, Leanne Strang

Minutes: Joanne & Leanne

**Call to Order:** 1:00 pm

Approval of the agenda: Motion to approve agenda by Jim Bertoia, second – Heather Maisl, **Carried.**

Approval of the minutes: Motion to approve minutes by Kathy Anderson, second Jim Bertoia, **Carried.**

**Elected as Executive for the Kootenay Library Federation Library Directors Advisory Group:**

For the position of Chair by acclamation – Kathy Anderson

For the position of Vice Chair by acclamation – Ann Day

Thanks were extended to outgoing Chair, Ursula Brigl

**KLF Conference update:**

There are KLF grants available for trustees, friends and students to attend the conference.

Kathy Anderson thanked organizing committee for their efforts in putting the conference together. She is looking forward to the conference. Presenters are coming from all over BC and Alberta. Margaret Law session would be of interest to board members and directors.

**PLSB:**

- Sabina is the PLSB consultant for now until Susan Laidlaw comes back from leave. Kootenay consultant will be determined later.

- Evergreen – causing confusion and frustration with rebarcoding etc. Give Sabina your questions and she'll get the answers for you.
- Teen Summer Reading Club – brochure came out. This is now a national program. Flyers, posters etc are available to the libraries.
- Q. How short staffed is PLSB? PLSB has the staff allotted from the Min of Ed. The situation could be described as over projected, not short staffed. There is now a summer student working at the branch and PLSB is trying to get an intern to work with Brandon and PLOT sites.
- Excellent support from PLSB for the KLF libraries is acknowledged
- Q. How is collaboration with schools and school libraries coming along? Sabina said the Min of Ed is working on making this happen. Progress is slow and is facilitated through literacy planning committees etc.

### **Sitka – Evergreen update:**

- Joanne attends advisory council meetings.
- Tracey represents the Kootenay area on the cataloguing committee and reports the committee looks at details on priorities such as setting up cataloguing rights, uploading records to Evergreen system, creating minimum standard for the records, procedures for data migration. Evergreen will accept minimal record and will allow an overlay with a more complete record as it comes into the system.
- Circulation committee – trying to harmonize practices and policies. Joanne created draft circulation policy and is asking for feedback from the KLF directors. Circulation policy is the most visible policy to library patrons. It would be good if the KLF libraries could standardize their loan policies, fines, renewals etc. Joanne will follow up on circulation policies in the KLF after the conference.
- GAP analysis – Ursula - looking for what Evergreen doesn't have. The group is working to standardize the behavior of system functions such as tabs. Some parts need to be less cumbersome and more consistent.
- The Common ILS Advisory Committee which is called SITKA is proposing that the Evergreen software be managed by the BC Library Co-operative. This business entity will run Evergreen software amongst other things. It is proposed that the Co-op be up and running by August 2, 2008. All libraries intending to implement Evergreen as their library software will be required to join the co-op. Membership will be like joining a Credit Union with a membership fee. The proposed fee is \$50 per library. The co-operative will own the software program – Evergreen. Software development will be controlled by the members.

### **Virtual Reference Update:**

- VR Policy and Strategy sub-committees are meeting quarterly now. The service is out of the pilot phase. PLSB has been funding the service and the manager's position. This may not continue and the VR service could be part of the BC Library Co-op.
- AskAway will continue unless funding is cut. There are still patrons out there that do not know about AskAway. The service is also tied into the universities and colleges. The two services are

connected but for most part they are different. The public service side doesn't see the university/college questions. There is opportunity for a public patron to access university/college for questions. In general, school libraries don't promote the service.

### **Service Plan Review:**

2008/2009 is the last year of the three-year commitment for KLF funding made by the PLSB. It is timely to review the Service Plan and consider a Strategic Plan that maps the direction for the future. By many measures the KLF is successful. Trying to create a strategic plan internally might not work too well. Joanne recommends that the KLF hire a consultant and noted it would be helpful to have outside eyes to look at what each and every KLF library needs/wants. The general consensus is that this recommendation go to the board for approval.

### **KLF projects:**

#### **Story Bag Library –**

- GFPL is planning to develop story bags for circulation. Perhaps it could be a KLF project with story bags circulated for extended loans throughout the libraries. There is an agreement with a courier so that cost of shipping could be covered by the PLSB.
- Do any libraries have story bags?
- Cranbrook uses discards for story bags; Midway had some bags made for their collection.
- Issues to note – barcoding, keeping the bags intact and ensuring all parts are returned.
- Review after strategic plan process. Item tabled.

#### **Mother Goose on the Loose -**

- Planned for a conference hosted by the West Kootenay Success by 6 to be held in Nelson in September 2008.
- Registration fee could be \$60-\$80.
- If the fall LDAG is at the same time, KLF could cover travel expenses.
- Consensus is that the event should be held.
- KLF will try to subsidize some costs.

### **Author Tours:**

- K-3 Author – suggested Sheri Radford - Penelope and the Humongous Burp
- Is it possible to have a First Nation's author? There may be different funding available for First Nation's author. Forward suggestions to Joanne.
- If there is a writer from outside of BC that libraries would like to host - it is possible to apply for a Canada Council grant.
- Other suggestions - Larry Laoie , Constance Brisendone, Anne Cameron
- KC Dyer is a YA author who will visit at the end of September. This will be an opportunity to work with local high schools.

- Norm Pratt of Salmo may be interested in visiting libraries. He wrote “*Spirit Tracker*” He has worked with the police to find lost people. Not for children.
- Joanne asks that if the librarians/directors are contacted directly by an author – and they are not interested in hosting them, please do not refer them to Joanne/Leanne. Please just say no even if they say they say they have talked to other libraries. When you have a writer you want to host, contact Joanne or Leanne and we will take the information to the KLF group.

#### **Copyright licenses for showing films in libraries:**

- Does anyone show films in their library?
- Tracey received info from Cine Film Canada about licenses for public performances of movies. The initial license costs \$525 and each additional license is \$225.
- Would work better if one library is the main branch and the KLF will pay for the difference between the main branch fee and the fee for the other branches. That way all libraries pay the same fee.
- Sabina reminded the group that the NFB is piloting a program where you pick a film from their catalogue and NFB will make a poster for advertising too. At the end, the film stays in the library. Cost is reasonable. Ross at VPL may have a less expensive way to show unlimited films. Emma to contact Ross.

#### **Capitalization and depreciation of library collections:**

- Alan Wilson from the Prince George Library discussed this topic at the ABCPLD meeting. As of January 2009, libraries may be required to provide a value for their tangible capital assets, including books.
- Alan Wilson will email information on a method that he has developed for creating this accounting. Joanne will forward Alan’s email to the KLF libraries.

#### **PlayAway audio book format & LP purchase:**

- Grand Forks is interested in adding Playaway format of audio-books to their collection.
- Are any other libraries interested?
- RB does not extend 25% discount to this format.
- Joanne will enquire about what kind of discount can be offered.
- Libraries will loan units without ear-buds for hygiene reasons and may want to loan without batteries to reduce replacement costs.
- Playaway is no more expensive than the CD format and CD don’t last very long and are labour intensive to loan.
- Is there a replacement policy for Playaway units?
- Large Print books can be purchased from ULS and from S&B books. Now that PLSB has Purolator weigh bills, do the KLF libraries want to share and rotate their LP list?

- To start, the libraries would send to Joanne, a list of LP books that are read out but still in acceptable condition. Leanne and Joanne can swap them out to interested libraries. Please send list of LP books you would be willing to donate to KLF rotating collection.

**Donation of door prize to conference:**

If your library can donate something towards the conference, please let Leanne know. Bring the item with you to the conference.

**WKLA monies:**

- When WKLA was disbanded there was \$1400 left in the account which was transferred to the KLF.
- It is intended for the smallest West Kootenay libraries (Kaslo, Nakusp, Midway, Greenwood and Salmo) to be used for training.
- This money will be distributed this year.

**ILL Book bags from Fernie:**

- There is a supplier in Fernie that makes cloth bags suitable for ILL books. Sample was requested but did not arrive.
- Joanne will follow up.
- Jim revisited cloth bags with KLF logo.
- Joanne to contact TNRD for information on their bag. Maybe useful as fundraiser for the libraries.

**Library discards – Better World Books:**

Discussed this possibility and decided it is not an acceptable way to discard books. Better to sell them at the library.

**Tour of Salmo Library:**

Adjourned: 4:40pm