

Kootenay Library Federation
Friday, September 26, 2008
Minutes

Location: Castlegar & District Public Library
1005 3rd Street, Castlegar, BC, 250-365-6611

Attendance:

Joanne Richards, KLF; Leanne Strang, KLF;
Indira Wickremasinghe, Rossland; Judy Foucher, Greenwood;
Kathy Anderson, Grand Forks; Helen Graham, Trail; Heather Maisel, Castlegar; Eva Kelemen, Kaslo;
Marie Onyett, Beaver Valley; Tracey Therrien, Salmo; Karin von Wittgenstein, Kimberley;
Evelyn Goodell, Nakusp; Ursula Brigl, Cranbrook; June Stockdale – Nelson

Regrets: Liz Robinson, Invermere; Emma Dressler, Fernie, Stephanie Boltz, Midway; Jim Bertoia, Sparwood; Sharon Gumowsky, Elkford

Minutes – Leanne, Joanne

Items for action or follow up are boxed.

12:49 Call to Order by Chair, Kathy Anderson:

1. Approval of Agenda

Motion to accept the agenda – Heather, second – Helen, carried.

2. Approval of Minutes

Motion to approve minutes from May 9th meeting – June, second – Ursula, carried

3. Correspondence

From Annie Reynolds – a note to let everyone know she is on maternity leave – Eva is now director. Eva will let Joanne know when baby is here and KLF will send flowers.

FYI – letter from Jacqueline van Dyk, re: PLSB Operating Grant for KLF

4. KLF Director updates and feedback

- Provincial Database Licensing User Group participation
This group will review products that might be available to purchase outside of the province's core suite of databases. Joanne voiced concern there may not be a voice for smaller community. If no one joins - Joanne may join. It could be a staff member – doesn't have to be director.
- Author tour update – Margo Bates – free readings,
Jeff Forst – finalize by Tuesday – send Leanne the date/times
- CAP Network for KLF
June asked Joanne to look into setting up a KLF CAP network. Joanne contacted Industry Canada. Separate network may be possible but would not include new CAP site. Whole program is on hold until after Federal Election.

Joanne to follow up in late November

Kootenay Library Federation
Friday, September 26, 2008
Minutes

- Criminal Records Checks

A new requirement from Ministry of the Solicitor General- Criminal Records Review Program Requirement is for staff; it will be up to the library if they want to do a check on volunteers. Directors generally look after this

- Film Licenses

How is this project going for participating libraries? – Nelson held successful Teen movies nights. Ursula to send out licence contract to all participating libraries. Joanne thanked Ursula for taking the lead on this – Cranbrook was the central license. License is only good for the movies listed on Cine Film Canada website.

- Disc repair devices

Joanne has received a call about purchasing a larger machine to repair CDs and DVDs. Not a good solution for the KLF. Charlie Kregel (previously director in Nelson) started to put skins onto CD/DVD – This may be another option for prolonging life of discs. Use Pledge – to apply another layer. Employee should use a mask.

5. BC OneCard and review of circulation policies.

The handout (attached) shows the current circulation practices of some KLF libraries and a proposed Kootenay Circulation Policy.

At the May LDAG meeting we discussed the value of having a regional circulation policy for KLF libraries for implementing Evergreen. Libraries in this region will have a default circ policy available to them when they migrate to Evergreen. Consistent policies could help control costs of managing the province wide system.

BC OneCard – Common circulation policies throughout the region would possibly enhance patron experience when using this service. The provincial minimum for BC OneCard is to lend five books to patrons. Many libraries offer more. There are no provincial standards for OneCard circulation policies.

Most BC libraries have a 21 day loan period for most of items. Fines are more variable and larger libraries have distinctly different approach to fines policy.

Ursula reported that the Cranbrook Public Library Board has recently approved a new circulation policy for that library. Policy is simplified to 2 loan periods – 7 and 21 days. All materials will be fitted into those periods. All fines will be a flat fee of \$0.20 per day. Rational - no particular library material is more valuable than any other and therefore fines should be the same. It is felt that the simpler policy will be better for the patrons. Fines will double with this new policy.

Communities are sensitive to fines. Suggestion: that libraries consider having more amnesty periods during the year to offset higher fines. Evergreen generates automatic email notices for patrons who provide email address. Evergreen has overrides and where necessary, the policy can be individualized.

Kootenay Library Federation
Friday, September 26, 2008
Minutes

Proposal – that the KLF libraries consider adopting a loan policy with two loan periods for items – 7 and 21 days and a common fine of \$0.20 per item. Maximum fines would be \$5.00 per item. \$10.00 would result in suspension of privileges. No renewal on an item if there is a hold or reserve in place. Renewals – 2. Please discuss with your boards and let Joanne know if your library is willing to implement these policies.

Joanne will follow up with libraries.

Patron types: see attached

Directors to look at the list of patron types and let Joanne know if this is acceptable. If not, what changes need to be made? (Juvenile age limit is currently being set with a workaround on the Evergreen system and is tailored to each library's policy)

Suggestion – That Joanne ask if PLSB would consider a webinar or conference call to answer questions about the administration of BC OneCard. For example, do patrons require the home library card for registration at an away library once they have their BC OneCard? Is BC OneCard available to children? What is acceptable ID for people without driver's licence?

6. Next KLF Conference – where, when, call for submissions?

Consensus was to hold another conference.

Kathy suggested we put out a formal call to KLF library directors and staff for presentations they can put contribute for this conference before outsourcing.

When? Spring 2010, perhaps May?

Ensure that there is value for boards, staff and directors and friends.

Ursula proposes West Kootenay location. Rossland Prestige too small and noisy, College not viable. Possibly the Prestige in Nelson? Hotel venue promotes networking better than having people scattered in different accommodations.

Joanne to make enquiries at Prestige Hotels in Nelson.

Break - 2:27

7. Discover Station – discussion of service, KLF support for renewal of contracts

Joanne – In 2006, Useful approached the KLF about implementing Discover Stations in KLF libraries. Discover Station is a hardware and/or software solution to maintenance and management of public access stations. The system was already in use in Castlegar. June reported that it freed the staff from ongoing problems with maintaining the public access computers. KLF provided 20% of initial purchase price of the system because of the potential to reduce the workload for library staff. Discover Station is now in use in 5 KLF libraries – Salmo, Castlegar, Grand Forks, Nelson and Sparwood.

Q. – As these contracts come up for renewal should KLF renew financial support? June commented on some of the problems with the service – i.e. print certain government documents, won't handle high bandwidth online games. Customer service is dicey. Grand Forks agrees. Grand Forks has found the product to be less than satisfactory.

Please forward renewal costs for Discover Station to Joanne.

Ursula will provide costs of her system to the group.

Kootenay Library Federation
Friday, September 26, 2008
Minutes

Continued support from the KLF for renewal purchases will be evaluated taking account of current user experience, limited uptake of this service and other KLF initiatives.

8. Photocopiers

Nelson bought new photocopier, a Toshiba from LANG Business systems.

Castlegar is also looking for a new photocopier.

Joanne's experience is that ICON customer service is not there.

LANG Business Systems is a local supplier and is very willing to work with the libraries on pricing for libraries.

ICON has come out with much lower copy block pricing and no preset copy blocks.

If your library is in the market, let Joanne know. She will follow up on the pricing question with LANG and ICON.

9. Recorded Books – Tabled to conference call.

“Maple Leaf” collection – start of shared collection?

Distribution of Brilliance Audio titles

10. KLF projects

At the spring meeting it was suggested that new projects be left until the Strategic Plan was completed. This could leave a large surplus with the KLF which is not really desirable.

If there are projects libraries want to do the KLF is mandated under the current service plan to provide appropriate assistance.

Suggestions:

- **Genealogy workshop** at conference was popular. Was there big enough interest elsewhere to bring Janet Tomkins back and do 2 or 3 workshops throughout the Kootenays?
- **Friends meeting** – contact the friends groups at the libraries to see if they would like another get together.
- **Puppet workshop for developing puppetry skills.** Could have appeal for all ages. Consider seconding from VPL or Kitimat for a train the trainer session for library staff. Some materials for puppetry already available in some KLF libraries.
- **One book, One Community** – Online, community based promotion similar to “*One Book One Vancouver*” or “*Canada Reads*”. KLF would help with promotions and purchase multiple of the books.
Launch after the new year and perhaps link to “ABC Family Literacy Day”. Build awareness of community libraries, local authors. Move beyond print for promotion. Promotes reading, libraries, KLF and could include prizes.
Could list the forum on KLF website and participating library's website too.

Joanne and Leanne to explore

Kootenay Library Federation
Friday, September 26, 2008
Minutes

11. Professional Development Workshops

▪ **Online Database training:**

Eva Kelemen developed a workshop for the Kaslo volunteers. Best delivered as two – 3 hr sessions. This could be used for training library staff to provide a workshop for the patrons. There is also a brochure on the online databases.

Eva to forward database brochure to Joanne

There may be interest in delivery of these workshops to library staff and volunteers. KLF could support by covering trainer's travel/time. Libraries would work together to keep costs reasonable.

Let Joanne know if you would be interested in participating in this type of workshop.

▪ **Place Making Workshop**

Place Making – Emma had suggested that she would like to speak to this. There was a round table at the Kootenay Library Conference but the lead time was too short and the uptake wasn't there.

Q - What is it? Topic was presented as a pre-conference session at BCLA conference by architect/librarian discussing the impact that space can have on libraries and their relationship to the communities they serve - lots of images of great library situations, both inside and outside. Maybe Emma can present before Spring LDAG.

▪ **Capitalization and Depreciation of Library Collections**

Joanne will discuss with Gloria – perhaps a workshop for library bookkeepers

▪ **First Aide training for library staff ?**

First Aid – each library thought they could find that locally i.e. Selkirk continuing education calendars.

Please be aware of the legal implications of having first aid certification. You could be required to respond and there are potential liability issues for the library.

- **Children's librarians** have expressed an interest in another meeting to discuss programming for children, youth and teens.

12. Promotion

- **Canadian Children's Book Week** – Nov 16-22 any ideas – if your library is doing something for that week submit to Joanne – she can run an ad.
- **Library Month – October** is there a focus for a regional advertising campaign – Money available in KLF budget for regional advertising.

Stress the economic value of the library to the patron and the diversity of items available. Helen Graham has had success with a "What's your book bag worth?" campaign. Each interested library can set up a contest to guess the value of the contents of the bag. KLF can support with prize money (\$25) and will ask for book donation from ULS. Librarians must email interest in hosting contest to get the \$25 form the KLF.

13. Large Prints as rotating collection – Tabled to conference call

14. PALS – March in Boundary area – Tabled to conference call

Kootenay Library Federation
Friday, September 26, 2008
Minutes

Joanne – thinking about Spring 2009 meeting. It may be back to back with Board AGM.

Workshops in the morning were appreciated at the spring 2008 LDAG meeting. It is suggested that we may have Eva to do an abbreviated database workshop and/or the Place Making workshop by Emma.

Adjournment – 3:45pm

Round Table during lunch:

- Rossland – building has an problem with ants and possibly some rot
- Greenwood – held a fundraising event - Celtic dinner and quilt raffle. The library is rebarcoding existing collection.
- Grand Forks – has completed rebarcoding of existing collection (420 staff hours), Started a community needs assessment as a prelude to strategic plan and are developing themed story boxes
- Nakusp – Evelyn thanked for support during her recovery from last summer’s bike accident. She reports that these are library heydays in Nakusp. Library is starting a friends group, migrating to evergreen in Oct/08 and has rewritten trustee book, policy book at final editing stage. Circulation was up 37%!! Fundraising success with \$4000 from book sale and silent auction.
- Kimberley – focusing on renovations to start in Nov/08, finally got wireless – positive feedback. Friends – golf tournament netted \$5000. Building needs heating system replacement.
- Salmo - expansion still in progress, BC150 grant- historical collection, arts council – history lecture series.
- Beaver Valley - garden tour in May, Craft fair in Nov/08, video game collection launched and is very popular. Staff person provided some of the equipment for this service.
- Castlegar - Chocolate Jazz fundraiser tomorrow. The new garden space is pretty well finished. The strategic plan is complete and has helped with Heather’s start. Started with new barcoding.
- Trail – new director is Helen Graham, BC150 grants – event with 65 in attendance, Teen book club – splitting into two age brackets because of positive response, new adult book club. Rebarcoding, staff changes.
- Kaslo – Eva will be replacing Annie for the year, BC150 project Oct 25- 1898 building which has a storage room that was the jail cell. Will hold local history collection. Wireless, rebarcoding, books on wheels –outreach program. Successful “Review 45 Books in 45 Minutes” event.
- Cranbrook – Ursula – SRC, landscaping outside of new library building, xeriscaping for water conservation, book benches as part of landscaping.
- Nelson –BUSY!! Circ is up 25%. There is a buzz in community about the library!
- KLF –Evergreen – send any questions to Joanne. Emma has mentioned starting community listservs to draw attendance to library events by tapping into S.D., preschools and other community groups