



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.

LDAG Meeting Minutes

Location: Trail Public Library @ Riverfront Centre

Time: Friday June 8, 2018
9:30 AM to 4:00 PM

KLF Library Director Attendees: Sandra Takenaka (Elkford), Marianne Hansen (Salmo), Tracey Therrien (Nelson), Julie Kalesnikoff (Castlegar), Judy Foucher (Greenwood), Chris Condon (Midway), Jim Bertoia (Sparwood), Beverley Rintoul (Rossland), Deanne Perreault (Cranbrook), Kathryn Foley (Trail), Eva Kelemen (Kaslo), Aaron Francis (Creston), Susan Rogers (Nakusp), Cari Lynn Gawletz (Grand Forks), Marie Oynett (Beaver Valley)

KLF Staff: Melanie Reaveley

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

Regrets: Nicole Pawlak (Invermere), Emma Dressler (Fernie), Heather Buzzell (Penticton), Karin von Wittgenstein (Kimberley), Jane Jones (Radium)

1. Introductions were made around the room, with each person adding what they would be if they weren't a library director. Aaron announced he would be leaving his position at the end of August to be a law school student at UVIC.
2. Request to add wage survey as 7.b to the agenda. Motion to approve the agenda: Eva Kelemen, seconded by Kathryn Foley. All in favour, carried.

3. The October 2017 minutes were reviewed and no changes were necessary. Motion to approve: Tracey Therrien , seconded by Beverley Rintoul. All in favour, carried.

4. Business Arising from Minutes

a. ILS/ILC budget – Aaron Francis lead a discussion of the provincial resource sharing grant and the non-Sitka libraries. Cranbrook and Penticton would like to share their collection with other KLF member libraries. The KLF funds for Sitka migration are a grant to help libraries migrate from a different ILS to Sitka. Cranbrook and Penticton could work with BC Libraries Coop to explore the possibility of a software bridge to allow their collections are eligible for ILC.

b. ABCPLD survey – There was a very low survey return rate.

5. Correspondence - none

6. LDAG Chair and Vice Chair elections – Cari Lynn Gawletz is willing to stand as Chair. Calls for a Vice Chair were made. Aaron made the motion to elect Cari Lynn Gawletz as LDAG Chair, seconded by Tracey Therrien. All in favour, carried.

7.a. ILC management – Eva Kelemen shared a feature of the Sitka ILS: the ILC option can be “turned off” by Coop staff for member libraries when staff are reduced due to vacation, etc. The minimum amount of time that member libraries can step back from ILC is one week. Contact the Coop to make these arrangements.

b. Wage survey – Beverley Rintoul provided a history of the need for conducting a wage survey for both staff and library director salaries. Discussion about the follow aspects:

- although job titles and duties vary throughout Kootenay libraries, there are enough similarities that the collected data has value. We can help funders see the similarities between the positions.
- importance of finding comparable positions within your community or region to highlight the need for wage parity. Examples: a recreation programmer does comparable work to a library programmer (children or adult services), a city Department Manager does comparable work to a Library Director/Chief Librarian.
- the data we collect will be relevant because it is specific to the Kootenays
- level of education was not asked for in the survey – discussion that it would be in future surveys as this has relevance for salary. There will be a new column for “minimum education required or equivalent experience”
- the data will be useful to both Boards when hiring a Library Director/Chief Librarian or the LD/CL when hiring new staff.
- the distributed survey, while not perfect, is a starting point and can be improved upon each year it is conducted
- Mari Martin mentioned Libraries Branch staff are available to help Boards in all areas including hiring LD’s, job descriptions, competencies, etc.

9. Anni Holtby: KLF Governance presentation.

- a. Identified current members of the executive and provided a description of the telephone meetings they have had to discuss governance.
- b. Anni Holtby summarized the background leading to our current position. In February 2017 the KLF initiated an organizational assessment through the Non-Profit's Advisor Group of the Columbia Basin Trust. That review noted a Board of 20 was not efficient nor successful, and that the KLF needed to clarify the roles and governance of the Executive and staff. This was discussed at the May 2017 KLF Board meeting. The KLF hired a governance consultant, Bob Johnstone and he distributed a survey before the October 2017 meeting. Ten of 40 people (KLF Board and LDAG) responded to the survey. At the October 2017 meeting, Bob Johnstone facilitated a governance workshop to discuss issues. From the small group work done at the workshop, Bob Johnstone shared a report in November. Feedback from the report was requested, and 8 responses were received. Low engagement is a running theme. Attached is the powerpoint presentation Anni shared at the KLF Board meeting. Anni described the upcoming phases the KLF and Governance Committee will follow in evaluating and pursuing changes to both our formal governance model and our practices. The process is done in full communication with the Libraries Branch. It is anticipated that governance changes would take effect by the 2018 AGM, and it is hoped that the current Executive members will stand again to offer continuity.
 - Mari Martin noted that the InterLINK Library Federation agreement has recently been simplified, with all governance issues pulled out into a separate manual. Libraries Branch acknowledges that it is natural for Federations, as learning organizations, to evolve and reclarify governance and operational roles and responsibilities over time.

8. KLF Operational Update

- a. Executive Director's report - Melanie referred to the report she shared electronically.
- b. Review and discussion of 2018 budget – discussions of lines 11 & 17 as they are connected. General consensus that funds go towards paying for the SRC entertainer and additional STREAM/STEAM equipment.
 - Kevin contributed that if any City Councillors, Mayors, MLA's were attending the UBCM Convention in Whistler, September 10-14/18, Library Directors could use the opportunity to inform them about their local library in order for them to advocate for Libraries.
 - budget lines 10 & 16 – discussion of STREAM, CATS (Children and Teen Services one day conference organized by Avi/Nelson). Motion made by Kathryn Foley and seconded by Chris Condon that the bulk of funds in budget line #17 be allocated to the continuation STREAM equipment purchases. All in favour, carried.
 - budget line #18 – by the end of September, Melanie will share the status of unspent funds in this line and LD's will contribute ideas of how to use these funds. Library Director Pro D for the Fall, as well as staff Days of Learning were two ideas shared.
- c. Book Club Sets – Federation Managers are evaluating circulation stats by Federation, as some Federations contribute financially yet their member libraries do not borrow items. Melanie anticipates at least one Federation withdrawing from this service in 2019, which will impact the overall purchasing budget. Melanie encouraged LD's to

consider upcoming changes to the book club set program, how this will impact patrons, and other solutions.

i. Gale Courses – Cari has learned that Selkirk College and College of the Rockies offer the same product, named Ed2Go and she wondered how to delicately promote the free resource without infringing on the Colleges. Cari sees libraries offering this educational database as a way of reducing the impact of poverty and a venue to build patron's confidence in learning. It was suggested that LD's strike up a relationship with the community education coordinators at the Colleges and discuss the cross-promotion, as well as how Prince George Public has managed this.

- Melanie will find out if Melissa Sawatsky, new NW Federation Manager, will be creating the continuing education brief that her predecessor used to share out.

Lunch break

10. Round table – deferred

11. Mari Martin, Director of the Libraries Branch, spoke of the new government's direction and focus on their 3 main 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.

- people are at the centre of service delivery (of government programs) and the government is creating frequent opportunities for online engagement with citizens

- The use of libraries as a method of achieving engagement; libraries are perceived 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*. It is useful for the Libraries Branch to have a strategic plan for when they go to other government service providers for discussions or to leverage partnerships.

- The results from the 2017 Connectivity Survey (done by BC Libraries Coop), with 4 - 5 key recommendations will be released soon.

- Mari asked LD's to imagine what a possible core suite of databases would look like – this is being explored should additional funds become available.

- The annual survey was discussed: electronic resources questions, a pilot with tester libraries, and possible changes in 2019.

- The role of trustee learning is being discussed; a TOP refresh is in the works, as well as the training manual content, and delivery options. Open School is being explored as an online delivery method. Michael Burris of InterLINK will be representing Federations at the discussion table and Melanie will share what Michael reports back.

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

1. How could the Libraries Branch renewed strategic plan help KLF member libraries?
 - If there was increased funding...more staff, larger collections, more equity for libraries to offer similar services, digital infrastructure, poverty reduction, partnerships, advocacy...
2. What initiatives/actions from the Libraries Branch would have the most impact on KLF libraries?
 - Core suite of databases
 - 2010 was the last government increase. Municipal funders wonder why the government isn't increasing as they are. This means there hasn't been growth for libraries. Just a maintenance of services.
 - The Coop is a Provincial investment, which helps libraries. Sitka support and advancements are one example.
 - Resource sharing grant (Inter-library connect and Inter-library loans) – this area of resource sharing has seen huge growth. Discussion of a potential software bridge between non-Sitka and Sitka ILS to allow further provincial sharing.
 - Mari confirmed the equity grant formula would be same as in previous years.
3. What strategies could the Libraries Branch adopt that would help KLF member libraries move forward?
 - Collaboration, sustainability, connections
 - A higher profile for Federations, greater mention in the Branch strategic plan
 - Professional development

- Please share further thoughts and opinions with Mari Mari.Martin@gov.bc.ca

12. Kevin Millsip, Managing Director of the BC Libraries Coop. Kevin asked Library Directors what comes to mind when they think of BC Libraries Coop? Answers included the cooperation, training, technical support, website hosting, Sitka, connections to colleagues and other libraries, opportunities for change and to have different voices heard.

- Shared that the Coop has monthly Board meetings with a member's forum feature. Library Directors/members can call in with their questions, and are encouraged to do this.

- Their AGM is being held June 22nd, people can call in or be present in person. An e-book summit will be held afterwards.

- Kevin encouraged two remaining KLF member libraries to participate in the connectivity survey. Tami will be following up with them separately.

- NNELS & CELA programs held team meetings recently. BCLC received Federal government grants to continue these programs, and more items and collaboration is in the works.

- The Connectivity Survey results will be coming soon. If funding appears as a result, what KLF member libraries would like a site visit? Site visits would include a technical capacity review, training needs assessment, and based on observation, other plans could be drafted.
- Kevin encouraged the Library Directors and KLF to invite BCLC staff to their meetings. BCLC staff can Skype in.
- Noted that in 2013 the BCLC conducted a needs assessment, can this could be done again if we were interested.
- The 2016 BCLC strategic plan has expired, and a new strategic plan will begin in the Fall with their new Board. Kevin noted the BCLC is now 10 years old and will be evaluating areas of growth for the Coop. He intends to check in with all members in this process.
- BCLC staff are exploring their role in reconciliation, which will be reflected in their strategic plan. Staff are looking how to support libraries in their work.

Community Engagement conversation group activity.

Meeting adjourned at 4:25pm