

**Kootenay Library Federation
Spring Board Meeting Minutes
May 10, 2008**

Prestige Mountain Resort
1919 Columbia
Rossland, BC
250-362-7375

Attendance:

Trustees: Kay Hohn, Salmo; Don Berriault, Beaver Valley; Sheryl Plotnikoff, Trail; Jane Grey, Grand Forks; Maureen Krohman, Beaver Valley; Holly Auger, Invermere; Fred Blunden, Invermere; Iain Martin, Rossland; Jill Toombs, Rossland; Alynn McKenzie, Rossland; Jane Hayes, Kimberley; Marilyn Rivers, Nakusp; Paula Rogers, Nakusp; Nancy Mullin, Radium; Brian Volpatti, Trail; Shawn Whitelegg, Greenwood; Lorrie Walmsley, Rossland; Catherine McCormick, Kaslo

Librarians: Katherine Anderson, Grand Forks; Tracey Therrien, Salmo; June Stockdale, Nelson; Karin von Wittgenstein, Kimberley; Ursula Brigl, Cranbrook; Jane Jones, Radium Hot Springs; Heather Maisl, Trail; Jim Bertoia, Sparwood

KLF: Joanne Richards; Leanne Strang

PLSB: Sabina Iseli-Otto

Call to Order: 1:06 pm by Board Chair.

Introductions: went around the table

Additions to the Agenda:

- Joanne asked that the Personal committee and Finance committee stay after adjournment for a brief in camera meeting.

Approval of agenda:

- Motion to approve agenda with addition - Kathy Anderson, Second - Jane Grey.
Carried.

Report from the Chair:

“As I step down from this journey and give the reigns to someone else, I would like to recap the last few years. The idea of a Federation was a difficult sell to the trustees, from the beginning. The librarians could see the value in this new level, but we trustees were too engrained in the thought that we were going to lose something to this bigger organization.”

We, the smaller libraries, were going to lose our individuality to the big libraries – I heard all the arguments – I was voicing them as well. When I finally saw how this could work and the benefits that could be delivered, I was elected as chair. In that position I did get frustrated because after seeing the values – why didn't everyone else see that same bolt of light? One particular discussion with Maureen and Jim did bring me down to reality when Maureen said: “now that you see the value, work with those who are of the same mindset, the others will come along later.” Well we have all joined together now – some stronger than others. I strongly believe that this organization has lots of merit and I knew that the strength of numbers will benefit us all – small and large.

I wish you all the best in your endeavors and hope you have a very successful conference.

I do have one piece of unfinished business. Our director, Joanne, has been in limbo since she was hired. Is she staff or a contractor? Our auditor, last year, recommended that she be hired as staff and we have had the opportunity to review this over the last few months. At this time I would like to have a motion to the effect of having our Director be a staff position.

Thank you

Don Berriault”

- Don Berriault called for a motion to make Joanne Richards a staff employee.
- **Sheryl Plotnikoff moved that Joanne be hired as a staff member rather than on a contract basis.** Second – Paula Rogers.
- Discussion followed: What is the difference? As a contractor Joanne is responsible to cover her own benefits such as CPP etc. She will have more rights as a staff member. Joanne stated the auditor suggested the benefit is not just to Joanne. There is benefit to KLF to make her an employee as the way the position is set up and the reporting structure makes Joanne more of an employee than a contractor. KLF provides equipment and direction but with her she has flexible hours. A true contractor would provide an estimate of time, costs, work.
- Question: Virtual office? Joanne's home is her “office”.
- To hire an employee would require that the KLF be a formal business entity with a business number etc. At this time there would be one employee and one assistant that is currently hired as a contract employee. Others are also hired and offered short term work projects.
- Would Leanne be staff or contractor? If Leanne's job is more supervised by Joanne it could become staff at a later date.
- **Sheryl called motion. Carried.**

Joanne spoke on behalf of everyone in the Kootenay Library Federation to thank Don Berriault for all his contributions and hard work over the years as the KLF was being created and set up.

Elected as Executive for the Kootenay Library Federation:

- Nominated for the position of Chair of the Board of the KLF by Paula Rogers, 2nd Jane Hayes – by acclamation **Marilyn Rivers**.
- Nominated for the position of Treasurer of the KLF by Shawn Whitelegg, 2nd by Jane Hayes – by acclamation **Sheryl Plotnikoff**.
- Kathy Anderson put forward Steve Warren's name for the position of First Vice-Chair, Jane Grey nominated Steve Warren, 2nd by Iain Martin – by acclamation **Steve Warren**.
- Nominated for the position of 2nd Vice-Chair by Marilyn Rivers, 2nd by Sheryl Plotnikoff, by acclamation - **Jane Hayes**.

Approval of the Minutes of October 13, 2007 meeting:

- Minutes of October 13, 2007 were presented.
- **Motion to approve minutes** - Paula Rogers Nakusp Second, Jane Hayes. **Carried**.

Correspondence:

- Sharon Berriault passed away this spring. Flowers were sent to Don on behalf of the KLF.
- Don sent us a thank you card.

Treasurer's Report: Sheryl Plotnikoff

- See Attached financial records of the KLF for the 2007-2008 fiscal year.
- **Motion to accept the report** - Jane Hayes, 2nd by Shawn Whitelegg. **Carried**
- Motion to retain Laurie Pettijohn as accountant for financial review - Sheryl Plotnikoff, 2nd by Shawn Whitelegg. **Carried**
- **Change of Fiscal Year:** During the October 2007 board meeting it was decided that the KLF fiscal year should be in line with the calendar year to make reporting for the Statement of Financial Information (SOFI) easier. The director subsequently learned that the financial information for the SOFI does not have to have been reviewed or audited. In light of this new information, it seems best to rescind the motion from the October Board meeting and leave the KLF fiscal year as defined in the Agreement – April 1 – March 31.

Motion to rescind “change the fiscal year” adopted at the October meeting – Maureen Krohman, second – Holly Auger

Approval of Budget:

- Proposed 2008/ 2009 attached.
- Question: Is provincial operating grant ongoing? It was guaranteed for 3 years and this is the last fiscal year guaranteed under that operating grant. Beyond this year – Joanne and Sabina don't know.

- Projects discussed at yesterday's LDAG meeting brought out more ideas, more training possibilities and conference plans.

Motion to Approve 2008/2009 Budget - Iain Martin, Second – Brain Volpatti, Carried.

Motion to change mileage reimbursement to \$0.45 per kilometer – Shawn Whitelegg, Second – Holley Auger, Carried

LDAG meeting report:

Kathy Anderson thanked Tracey for hosting and providing a lovely lunch in Salmo for yesterday's LDAG meeting. Kathy reported that she had accepted the position of Chair and Ann Day of Creston had accepted the Vice-Chair position. Tuesday is deadline for booking rooms for the Cranbrook Conference. Mother Goose on the Loose to be held Sept 25 in Nelson will be a great networking opportunity for libraries and other literacy entities. Libraries requested a first nation's author, K-3 picture book author and a YA author to tour for WIL grants this fall. Norm Pratt a Salmo author was suggested and well received – Joanne and Leanne will start to look into booking him. Emma and Tracey are going to look into the copyright information for showing movies in the library. Joanne will try to secure discount purchasing for Playaway – which are better than a CD format for audio books. All libraries were asked to donate a door prize for the conference in June. Kathy thanked outgoing chairperson – Ursula for her duties performed. Kathy also thanked: June, Heather, Marie, Emma, Ursula, Joanne, Leanne and herself for being on the conference planning committee. Thanks to Leanne for hitting the ground running as assistant and to Joanne for running the KLF!

Motion to accept LDAG report - Shawn Whitelegg, Second – Jane 2nd, **Carried.**

Director's Report:

- (see attached)
- One item brought forward for discussion:
- ULS Discount. This discount that KLF receives as it has come under a lot of pressure with the rise in the Cdn dollar which allows book vendors from the US offer competitive pricing. The agreement with ULS asks that all KLF libraries maintain dollar value of purchases from ULS at the 2006 level. This agreement was arranged so that it did not require that any library spend more than was spent at that time.
- ULS has brought to Joanne's attention that the levels of purchasing have not been met. If any library wishes to change its purchasing practice, it will affect the group. The decision by any library to make this change should be discussed with the group.

- There is also the issue of Bill C 32 which is designed to protect the Canadian book publishing industry by making it illegal to import a book for which there are Canadian publishing rights from the USA.

Motion to accept Director's Report - Holly Auger, Second - Jane Hayes, Carried

Committee Renewal – policy, personnel, finance

- Policy committee - Ursula, Heather, Maureen
- Personnel – Kathy, Tracey, Kay
- Finance - Sheryl, June, Jane Hayes

PLSB update:

- Evergreen update – 4 libraries are online and working now.
- 2 States in the US are interested in the software too.
- Sabina just presented at the Saskatchewan Library Conference – they are interested in what happens in BC before they change over.
- Barcoding – Sabina is helping each library to figure out best way to rebarcode – PLSB pays for the barcodes for libraries that have to rebarcode.
- PLSB has been suggesting that libraries start saving up their technology grants to help pay for the going online to Evergreen and other related costs during the transitions.
- PLSB has introduced an implementation fee based on a library's service population. It is intended to cover cost to bring libraries onto the new system. For any library migrating there is a team of people who visit the library and help with start up and training for Evergreen.
- Ursula stated that in Cranbrook they changed over to a new system 10 years ago – and it cost \$120,000 to do it back then. The outright purchase of software was \$100,000 and to do migration and go live was another \$20,000.

New Business

Group Liability

- Joanne looked into getting Group Director's Liability insurance and it is possible. The company wants to do a package deal – each library board would have their own separate insurance policy. Joanne will follow up with libraries interested in participating.
- What is Director's Liability Insurance? Wrongful Act Protection – board makes decision to build child's furniture and kid breaks arm – board could be sued for bad judgment, or if the library director absconds with funds this type of insurance would protect the board.
- Joanne to report back at next meeting
- Trail is a Municipal Library and suggested that municipal libraries should check with their city/municipality as they may already be covered.
- Some protection under the library act – but not much.

Libraries as tourist destinations:

- Grand Forks has been trying to get signage onto the highway to direct visitors to the library. Grand Forks library spoke to Tourism BC and was told that libraries are not tourist destinations. Grand Forks sent another letter to tourism, BCLA, PLSB and local MLA, Minister of Arts, Culture and Sport. It took a very long time to get a response. However, last week Minister Haggan responded Kathy is interested in hearing from libraries that have signage. There is a sandwich board in front of Greenwood, Castlegar has signage on highway and points downtown. Kathy will send a copy of her letter to Joanne to forward onto everyone.
“Destination Kimberley” library and railway society are both part of arts council and are trying to raise profile of Kimberley Library by telling internet/tourist traffic to go to the library. - They are currently working on a brochure to leave at all hotel/motels.

Motion to have KLF libraries send a letter to Minister Haggan stating our member libraries are in support of Kathy Anderson and Grand Forks Library’s quest to obtain highway signage. – Jayne Hayes, Second - Shawn Whitelegg. Carried.

Trustees terms of service:

A trustee in Castlegar received a letter from PLSB stating he had reached his maximum 8 years and told he has to step down. The Library Act states 8 consecutive years. This limit also applies to municipal appointments. If your municipality repeatedly appoints the same person to your board, your board is not in compliance with the library act. Your board could run into liability issues if you are not in compliance.

Old Business:**Rebarcoding:**

- Joanne proposed that the KLF give a grant to each library required to rebarcode before moving to Evergreen a grant of \$0.05 per item for rebarcoding.

Charitable Status:

- Joanne applied for charitable status many months ago. The application has been received.

Kootenay Library Conference:

- Budget in report as it currently stands and the KLF estimates \$9000 of KLF funds for the conference.
- Registration is starting to come in.

- Joanne called for any interest from the KLF board to provide more money to the smallest libraries to assist in funding travel by staff. Travel (not mileage) for trustees, friends and students is supported by a grant from the Columbia Basin Trust

Motion to provide the 7 smallest libraries an additional \$200 each to support staff travel to conference - Holly Auger, Second, Iain Martin, Carried.

Service Plan review:

- Joanne recommends the KLF do a thorough strategic plan. There would be value in hiring a consultant with fresh eyes to look at the KLF direction and purpose.
- Money is in the 2008/2009 budget.

Motion to give Joanne the approval to move forward and look into hiring a consultant - Shawn Whitelegg, Second - Catherine McCormick, Carried.

Location & date of next KLF Board meeting - TBA

Meeting adjourned 3:24pm

Short in camera session with personnel, policy and finance committee