

**Kootenay Library Federation
Board Meeting Minutes
17 October 2009**

Castlegar Public Library,
1005 3rd Street,
Castlegar, BC, V1N 2A2
250-365-6611

Downstairs Meeting Room

Attendance: Trustees: Jane Hayes, Chair, Kimberley; Ray Moore, Nelson; Paula Rogers, Nakusp; Geoff McCulloch, Creston; Marie Tremblay, Rossland; Kay Hohn, Salmo; Roberta Rodgers, Cranbrook; Holly Auger, Invermere; Vivienne Robinson, Castlegar; Catherine McCormick, Kaslo; Richard Jupp, Beaver Valley; Sheryl Plotnikoff, Trail; Shawn Whitelegg, Greenwood

Former Trustee - Steve Warren, Grand Forks, Acting Treasurer

Library Directors: Heather Maisel, Castlegar; Jim Bertoia, Sparwood; Ursula Brigl, Cranbrook; Karin von Wittgenstein, Kimberley; Ann Day, Creston; June Stockdale, Nelson; Marie Onyett, Beaver Valley; Amy Veysey, Salmo.

PLSB: Ene Haabniit. KLF: Joanne Richards; Helen Graham.

Recording Secretary: Helen Graham

Start time: 10:08 am

1. Introductions

2. **Additions to the Agenda/Approval of the Agenda:** No additions, Motion to approve: Holly Auger, Second: Catherine McCormick, carried.
3. **Approval of the Minutes of 23 May 2009, 25 October 2008:** Question: If we are not approving the minutes from the May AGM until the next AGM, what about the business portion of that meeting? A - From now on there will be two meetings in the spring – one for the AGM followed immediately by a regular business meeting. At this time, will approve business from the 23 May 2009 AGM minutes at this meeting: Only business was that KLF Director Joanne Richards have permission to represent KLF on the CBAL Board of Directors as part of her job.

Motion: To approve business from the 23 May 2009 AGM meeting. Kay Hohn, Second Catherine McCormick, carried.

Motion: To approve minutes of 25 October 2008 Minutes. Shawn Whitelegg, Second Holly Auger, carried.

4. **Correspondence:** circulated:

4.1) to Dr. MacDiarmid, Minister of Ed. Asking for library service to be spared from funding cuts,

4.2) Jane Hayes wrote to thank Dr. MacDiarmid for her efforts

4.3) from BCLTA regarding training (TOPS & Chairing the Board) being offered on a cost recovery basis. Federations asked to assist member libraries in hosting these events.

Motion: To accept to file. Moved Roberta Rodgers, Second Vivienne Robinson, carried.

5. **PLSB update** - Ene Haabniit: Ene is from the Vancouver Branch of PLSB and consultant to the Kootenay Libraries. She has 18 years experience with the PLSB. Ene presented a report at the LDAG meeting on October 16, 2009 – see attached. Libraries of BC are the clients of the PLSB. PLSB provides expertise and acts as sounding board for problems or issues. Provincial budget cuts - 22% cut to PLSB funding for 2009-10. This reduction impacts funding to libraries and programs. The largest cuts were to operating grants of the larger libraries (20%). Small libraries received a cut of 1.3% to their operating grants because PLSB felt that the smaller libraries had a greater reliance on the grants. Goal for PLSB was to maintain the core services, such as: SITKA, ILLs and BC One Card. Message from Jacqueline van Dyk, PLSB Director, is the government is committed to reducing the deficit; expect the same or greater cuts next year. Libraries are forewarned to budget conservatively. Pre-payment of Resource Sharing and BC One Card to libraries should be put aside for next year. No lay-offs at PLSB due to budget cuts.

6. **Report from chair** - Jane Hayes: presented an organizational chart on how the KLF fits into the larger, provincial library picture - attached. Through the Library Act, library trustees are charged with the responsibility to develop policy and resources to support library service in communities and have the authority to implement the policy. At the KFL table, trustees represent their boards to the KLF and represent the KLF to their boards. Graphic shows framework of organizational relationships

Communication identified as important at the 23 May 2009 meeting. Jane passed around a binder that the Kimberley Public Library used to get their message to local politicians.

Communications at the KLF level: 1) KLF should speak as one voice. 2) Talk about funding, so we can continue our mission 3) continuing to raise public profile 4) strategic plan to look at keeping in mind budget concerns

Motion: To accept report: Roberta Rodgers, Second Holly Auger.

7. **Treasurer's Report** - Steve Warren:

Balance Sheet shows KLF cash flow in good order. Income statement shows spending within budget. Revised Budget presented which reflects the loss of certain grants and funding applied for but not received. Overall budget reduced by \$26,000.

Money in the bank: \$50,000 plus reserves (about \$50,000) some of which are targeted. Look at retained earnings and make project specifics. Michael Shoop will be paid in 2009 from 2008 retained earnings. Not the time to launch new initiatives. Retrenchment may be necessary.

Motion: To accept financial report. Sheryl Plotnikoff, Second Kay Hohn

Budget Revision – owing to the late announcement of the provincial operating grants and changes to or lack of success in obtaining other grants, Steve recommended that the budget be redrafted to reflect these changes and to update estimates for known spending.

Treasurer's Position - Steve Warren is no longer on Grand Forks Board, therefore can't be on KLF Board or serve as treasurer. Steve can stay on in an advisory capacity to treasurer. He is willing to do that should the board wish. Discussion: Strong recommendation from the membership that treasurer be within the KLF library trustees.

Calling for nominations for treasurer - Does anyone want to stand as treasurer? Meet perhaps once a month with KLF coordinator. Treasurer should be someone elected by their library board to represent the library on the KLF. Motion tabled to afternoon to see if anyone comes forward.

No one came forward. Joanne will send out an e-mail to ask if a board member from a KLF Library is willing to serve as treasurer.

Signing authority - Sheryl Plotnikoff, Joanne Richards, Gloria Currie (book keeper), June Stockdale will remain as signing authorities. Moved: Holly Auger, Second Vivienne Robinson.

8. **LDAG Meeting Report** - Jim Bertoia: 12 out of 19 libraries represented at the October 16 2009 LDAG meeting. Ali Wassing of CBAL gave an outline of the what CBAL does and how libraries fit in. Ene gave detailed report on PLSB and the impact of the funding cuts. Author tours, Books for babies, AskAway cut by province. Ursula reported that the ABCPLD reception at UBCM went well. OBOK going well. BCLA Conference in Penticton. Forgo the KLF conference in 2010, will look at having in 2011. KLF will put forward a proposal to submit to BCLA on Union Workshop. Asked for ideas for training sessions for staff. Met with new librarians from Heather Buzzell, Grand Forks and Amy Veysey, Salmo

Motion to accept. Shawn Whitelegg, Second Holly Auger.

9. **Director's Report** - Joanne Richards: Distributed; no questions arising. Director's comments: OBOK - grant applications were not successful, KLF and library resources used. Response and participation were well beyond

expectations. 13 communities and 15 events across the Kootenays. Secondary students involved. Great choice of book. Thanks to PLSB for putting website together. Angie has done a very good job and is well received in the communities. \$5,000 of KLF money spent. Committee chose book. Author fees and travel expenses most of the cost.

Motion to receive Director's Report for information - Kay Hohn, Second Ray Moore

10. **Committee renewal & terms of reference:** Comments out of strategic plan session were that the KLF needs a job description for the committees and board positions. There is also a need for policy and a procedures manual. Suggestion to have a governance committee struck. To review governance – what committees you need and terms of reference for those committees.

Motion: To strike a governance committee. Roberta Rodgers, Second Kay Hohn

Motion: To table to afternoon. Roberta Rodgers, Second Kay Hohn

Motion: To form a governance committee composed of Roberta Rodgers, and Jane Hayes. Moved: Jane Hayes, second Shawn Whitelegg. Library director on committee is advisable. June Stockdale is suggested.

Lunch: 12:07 to 12:40

11. **Old Business:** Insurance for KLF Board: Joanne has been looking into purchasing general liability insurance for KLF Board. Directors and officers liability insurance (which protects only an individual in a suit) is recommended by BCTLA. PLSB states there is protection for individuals in the library act.

Motion: The KLF board requests that the director acquires officers and directors liability insurance and general liability insurance. Shawn Whitelegg, Second Ray Moore.

Friendly amendment: Part 1 General liability. Carried. Part 2. Officers and Directors Liability insurance. Not carried.

12. New Business

12.1. **Future KLF funding:** see treasurer's and PLSB report.

12.2. **Communications project:** Discussion: Is communication within the KLF adequate? Are trustees and directors adequately informed of KLF activities and projects? Listserv works well. KLF website needs to be up-to-dated. Minutes & reports on website. Two separate listservs, directors and trustees. No further communications initiatives needed at this time.

12.3. **Governance:** What is the role of the trustees on the KLF Board? Needs clarification.

12.4. **Computer training sessions for board members:** Is this needed? Please advise Joanne of interest in this type of training.

12.5. KLF commitments to provincial initiatives: Database subscriptions - KLF may act as purchase agent for the member libraries and interact with the province. It may be possible to use the KLF funding formula (developed for the Small Engine Repair Subscription) to even out costs to libraries. Under this formula, KLF absorbs cost of libraries that don't participate. LDAG has identified the following databases of interest: Auto Repair, Canadian News Stand, EBSCO Masterfile Premiere, Novelist. Other subscriptions may be offered depending on negotiations by Jim Looney.

Motion: For Joanne to inquire about the cost to KLF to acquire desired databases for the member libraries and to report back on direction for purchase. Holly Auger, Second Vivienne Robinson.

12.6. New KLF projects – spring 2010 conference. Motion put forward at LDAG for KLF conference to be put forward to 2011.

12.7. AskAway: half of users are teenagers and children. People who don't come to libraries are often AskAway users. Libraries will be asked to provide staff to June 2010. Will libraries be willing and able to supply staffing and funding after that date?

- 11. Review of Strategic Plan:** Split into 3 groups of 5 to look at the existing Service Plan and the new Strategic Plan. It may be beneficial to link the two plans so that overarching direction is retained.

Comments from groups: Not enough time to compare both documents. Question the need for some of the detail in strategic plan. Some of the goals seem to fit the role of individual libraries, rather than the KLF. Many of the things in the Strategic Plan are already in the Service Plan, how does this guide us forward? How do we take the information in the strategic plan and make it exciting and relevant to the board and to the public? How to we put the plan into action? Need to establish working group to review plan and bring suggestions back to the table.

Committee to review Draft Strategic plan - Holly Auger, Paula Rogers, Shawn Whitelegg, Joanne Richards and Heather Maisel will form a working group.

- 12. Next meeting:** May 2009, Invermere will ask their director if meeting can be held there. Date, time and location to be announced.

- 13. Adjourned 2:33pm:** Moved Holly Auger, Second Jane Hayes.