

**Kootenay Library Federation
Minutes of June 4, 2005 Meeting
Greenwood Public Library**

Attendance:

Librarians: Sylvia Golke, Ursula Brigl, Trish Miller, June Stockdale, Wendy Olinger, Pat Rorick, Ann Day, Marie Zettl, Joy Huebert.

Trustees: Bruce Johnston, Brian Volpatti, Don Berriault, Ann MacNab, Bev Onischak, Judy Sadoway, Fred Blunden, Penny Sibbald, Lynne Sherstobetoff.

Regrets: Sara Judith

Minutes: Gina Rawson

1. ***Call to Order:*** Meeting called to order at 10:05 am.
2. ***Introductions:*** All members introduced themselves.
3. ***Approval of the Agenda:*** Motion to approve agenda. Bev Onischak/Fred Blunden/Carried.
4. ***Minutes of March 5, 2005.***
Correction of typo noted: page 3, #8 should read "Sparwood is interested."
Motion to accept the minutes as corrected. Bruce Johnston/Bev Onischak/ Carried.
5. ***Budget***
 - Revised budget was presented and discussed. Revision was necessary as the provincial amount was greater than we had anticipated.
 - It was suggested that in future budget years, the cost of library staff attending meetings should be factored in.
 - Author tours were discussed and procedure clarified. KLF staff will negotiate the tours with the authors on behalf of the interested libraries and attempt to negotiate a better deal for small libraries.Motion to accept the budget as presented. Bev Onischak/Lynne Sherstobetoff/Carried.
6. ***Resolutions Received***

To date, there are only 5 of the potential 18 members who have not signed resolutions of membership; these are Midway, Rossland, Fernie, Sparwood and Elkford. Wendy Olinger reported that she believes the resolution from Midway is forthcoming.
7. ***Old Business***

Report of the Personnel Committee

 - June Stockdale of the Personnel Committee outlined the process for the recommended hiring of Gina Rawson as Director of the Kootenay Library Federation.
 - The appointment will be contract based and will be for one year expiring April 30, 2006. The contract review process will begin in February of 2006.
 - The job description for the position was distributed.

Motion to accept the report of the Personnel Committee and endorse their recommendation of hiring. Bev Onischak/Fred Blunden/Carried.

- Don Berriault asked that the Director send a letter of thanks and a final cheque to Cindy Koch.
- Don Berriault also asked that a letter of thanks be sent to Dianne Kniss for her work keeping all the financial records during the past year or so.

Treasurer's Report

- Bruce Johnston gave a brief financial report. A report will need to be sent to PLSB regarding the status of the federation and the financial position.

Motion to accept the financial report of last year as read. Brain Volpatti/Penny Sibbald/Carried.

8. **Ministerial Approval**

A package of material will be assembled and sent to PLSB Director, Maureen Woods, asking her to request the approval of the Minister. The package will contain a cover letter, a copy of the agreement and resolutions, the action and service plans and the budget. The Director will compile and send these documents and a copy will be sent to all member libraries.

It was agreed that development of policies is a priority that the Director will work on over the summer months and distribute to all member libraries prior to the fall meeting so they can be reviewed for discussion.

9. **New Business**

- Vision and mission statements should be developed as well as policy. Penny Sibbald suggested that the mission statement may be taken from the Action Plan; "The Federation will provide more cooperative and improved service to the public served by the member libraries while maintaining the autonomy of the individual libraries." Although it was agreed that this could be the essence of the statement, it was thought that it may be necessary to expand on it. All member libraries will be asked to comment on this and submit their ideas.
- Logo – The Director pointed out that as WKLA will likely cease to exist when the KLF is fully approved, it might be appropriate to maintain some continuity by adapting the existing WKLA logo for KLF. The Director will seek permission of WKLA to use this as a basis or template for developing a KLF logo and motto. Designs will be sent out for approval and adoption.
- Communication channels within KLF were discussed to determine how to send requests from members to the Director and the prioritizing of the workload. If there is a task that one wishes the Director to undertake, she should be contacted directly and she will advise the member library if it is feasible within the current workload. If the member library feels that the task is essential it can be channeled through the KLF Chairperson for assignment to the Director.
- Joy Huebert announced a Writer's program that Trail is running and asked if that type of thing could be channeled through KLF and it was agreed that the Director will send out the information.

- Vendor inquiries will be passed on to the Director and if presentations are requested by the vendor, the Director will poll the Board members as to interest to ensure that the meetings are manageable.
- Gina Rawson provided a brief report of activity by KLF since BCLA.

10. As Don Berriault had to leave he vacated the Chair and Vice-Chairperson Ann MacNab took over for the remainder of the meeting.

11. **Next Meeting:** The next meeting will be held in Kimberley after Ministerial approval has been received. The date will be September 17, 2005 with coffee at 9:30 and call to order at 10 am.

12. **Around the Table:** It was decided that in the interest of time, an informal session of around the table would take place over lunch.

13. *Motion to adjourn at 12:20 pm. Brian Volpatti.*