

Kootenay Library Federation  
Board Meeting Minutes  
5 May 2012

Castlegar Public Library  
1005 3<sup>rd</sup> Street,  
Castlegar,  
250-365-6611

Attending:

**Trustees:** Don Berriault, Beaver Valley, Chair; Ted Invictus, Grand Forks; Holly Auger, Invermere; Joan Jeary, Creston; Mickey Wojnarowski, Nakusp; Marie Tremblay, Rossland; Stephen Gort, Fernie; Jane Hayes, Kimberley; Kay Hohn, Salmo; Karen McDonnell, Trail, Laura Harding, Trail; Nancy Jones, Nelson; Margaret Slack, Radium

**Library Directors:** Heather Buzzell, Grand Forks; James Bertoia, Sparwood; Marie Onyett, Beaver Valley; June Stockdale, Nelson; Ursula Brigl, Cranbrook; Eva Kelemen, Kaslo; Sabina Iseli-Otto, Nakusp; Beverley Rintoul, Rossland; Emma Dressler, Fernie; Jane Jones, Radium.

**Kootenay Library Federation:** Joanne Richards, Helen Graham (minutes)

**Guest Speaker:** Susan Laidlaw, Libraries and Literacy.

Call to order - 10:10 am

1. Introductions
2. Motion to approve agenda, with additions. – Holly Auger; Second, Stephen Gort. Approved.
3. Approval of minutes of 29 October 2011 meeting. Motion to approve. – Stephen Gort; Second, Kay Hohn. Carried. In-camera minutes: Jane Hayes will send to Don Berriault.
4. Correspondence:
  - a. Letter from Decoda – Joanne circulated
5. Chair's Report- copies submitted in package
  - a. Additions:
    - i. Thank you to the Castlegar & District Public Library for hosting the meeting

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- ii. AKBM Conference: The importance of collaboration was discussed at the conference. I mentioned how it works well within the KLF.
  - b. Motion to accept: Holly Auger; Second, Jane Hayes.
- 6. New Business -
  - a. Motion to approve that Kay Hohn become treasurer. Ted Invictus; Second, Jane Hayes
  - b. Motion to approve that Joan Jeary become vice-chair. Jane Hayes; Second, Ted Invictus.
  - c. Motion to approve that signing authority is granted to Kay Hohn, Treasurer; Joanne Richards, KLF, Gloria Currie, KLF and June Stockdale, Nelson. Vivienne Robinson no longer has signing authority. Motion, Jane Hayes; Second, Laura Harding
- 7. Treasurer's Report:
  - a. Consortium Purchasing account is larger than usual because the KLF is caretaker of the \$50,000 raised by the disbanded Books for Babies provincial committee. The funds are to be used for funding Books for Babies purchases for all interested BC libraries, under the administration of the KLF. Motion to create a separate account in Simply Accounting for the Books for Babies Project to aid in transparency - Stephen Gort; Second, Laura Harding  

Discussion: June Stockdale: Are any of these funds available to the KLF for administration? Joanne Richards: Gloria's time is tracked separately for this project and we are compensated for her time. The previous committee did not take funds for administration time; their work was on a volunteer basis. Kathy Anderson helped with the program and other federations contributed time for receiving and distribution to their libraries. In each case, the federations involved paid for staff time.
  - b. Retained Earnings on Balance sheet
    - i. Joanne Richards: \$18,000 of the retained earnings should be allocated to reserves. Need to upgrade the computer this year. Each year  $\frac{1}{4}$  of the LLB grant is set aside to cover the first quarter operating expenses. The first quarter is the busiest time of year and more than  $\frac{1}{4}$  of the budget is spent during that period. Request

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more funds to be added to the contingency fund. Motion to move \$12,000 into contingency fund to bring total to \$45,000 and \$6000 added to equipment replacement fund -Ted Invictus; Second, Stephen Gort. Carried.

- c. Move to accept financial report - Kay Hohn; Second, Holly Auger. Carried.
8. LDAG Report – Eva Kelemen - attached
- a. Motion to accept LDAG report - Stephen Gort; Second, Holly Auger. Carried.
9. Director’s Report – submitted in package
- a. Highlights: Sent two reports in the new format. Feedback from the KLF Board is that they like new format and that it fits in with the Strategic Plan to improve communications.
  - b. Agreement with Recorded Books has been terminated, because they weren’t serving us as well we expected. We have some accounts in arrears; therefore some libraries will be receiving late invoices. Motion to accept report - Jane Hayes; Second - Ted Invictus. Carried.
10. LLB Report: Susan Laidlaw, Libraries and Literacy
- a. Highlights of Report: LLB is reviewing its practices and is looking for feedback from libraries. Staff changes at LLB. 9 left at branch 3 in Van, 6 in Victoria. Only one or two of the recently vacated positions will be replaced due to a ministry hiring freeze.
- Some of the changes taking place are: an interactive website to replace the current service centre website, the website will archive listserv correspondence for easy access, a review of the CLTP (Community Librarians Training Program) and webinars, and changes to Inter Library Loans. Libraries will be trained to do in-depth ILL searches themselves and out-of-country searches will no longer be available.
- New annual grant reporting valuable, it provides “stories” that are used to advocate for library services. Operating Grant approved for the next 3 years. No increases, but holding. Trustees voiced concerns about downloading services to the public library, especially in the area of curriculum support. Public libraries don’t have the resources to offer

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curriculum support. They need to support all members of the community. There is a need to advocate for teacher librarians.

### 11. Committee formation

- a. Finance: Kay Hohn (treasurer), June Stockdale, Ursula Brigl, Joanne Richards
- b. Policy: Heather B. (until Aug), Martin Domeij, Marie Onyett, Don Berriault
- c. Service Review Committee: Joan Jeary, Kay Hohn,
- d. Advocacy and Orientation Committee: no committee, everything we do at this time is advocacy. Heather Buzzell: we should have KLF talking points regarding co-operation and funding. Joanne Richards will put something together.

### 12. Committee Reports

- a. Service Committee Report, Kay Hohn:
  - i. Goals: review service agreement, roles of member libraries need to be looked at, a lot of policy work has been done. Thanks to Heather Buzzell for help with policy. On track with Strategic Plan. SITKA user group redundant. We need to look for sustainable, non-government funding sources.

### 13. Discussion Points:

- a. Joanne Richards: would like to send annual report and letter to regional district directors, stress collaboration. Emma Dressler: Please make it clear that no funding comes from the KLF. Heather Buzzell: also sees this misconception by the regional district regarding funding coming from KLF. June Stockdale: agrees with advocating to the regional districts
- b. Digital Literacy Project Proposal Submitted to ABCPLD by June Stockdale: copy of proposal in package. Main goal of the proposal: to offer a plan to develop a comprehensive series of online and print training materials for our online resources - the Online Branch
- c. Regional marketing of library services is costly, but external profile is something that the KLF is always working on. A good example is Emma Dressler and June Stockdale's BCLA presentation. The session is full, with almost 100 people signed up.
- d. KLF Membership and Governance – a conversation (document distributed)

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Joanne Richards presented a proposal forward to restructure the KLF to become eligible for gaming funds. Consensus that it was not the right direction for the KLF.

14. Funding cuts:

- a. CAP, Library & Archives Canada – our response? Kay Hohn asked Jacqueline Van Dyk for direction, she suggested letters from individual libraries would have the most impact. For now concentrate on CAP and wait for further communications before writing to Archives Canada. Two different things, keep them separate. Ursula Brigl: main concern for us regarding CAP grants is connectivity. Joanne Richards: The BC Libraries Co-op might be able to help in that area.

Round table – 3 best things that are new at your library

**Trail:** Laura Harding: computer stations relocated, new website being developed, Road Sense brought to schools (RCMP & ICBC) partnership, children's programs

**Grand Forks:** Ted Invictus: Starlight Dinner fundraiser proceeds to go towards renovating the children's area \$3200, backs of rolling wall stacks to be painted to provide backdrop for library theatre, new board member, applications for new library director closes Saturday, May 12.

**Sparwood:** Jim Bertoia: Staff changes 2 people left. Reorganizing jobs, unexpected money from donors bought chairs for reading area, ECD committee applied for grant \$2500 for children's program.

**Invermere:** Holly Auger: had a strategic planning session, add more hours, renovations underway, looking for other funding.

**Creston:** Joan Jeary: day program for seniors, youth group once a week discuss current issues, looking for volunteers for up-keep of memorial garden, will be looking for a Library Director.

**Cranbrook:** Ursula Brigl: Monday openings will start soon and we are looking at all operating hours. Used to be busy in the evenings, now afternoons are busy. Staff hours are under review. Partnered with CBAL for a Family Science Night. April toddler story time had over 50 kids.

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**Kaslo:** Eva Kelemen: BiblioCommons launched in Dec. Annie began teen advisory group at the school – 16 teens came. Teen programming for fall. Increased mil rate funding to \$0.14/1000. Doubled in 3 years. Still low, but noticeably better.

**Nakusp:** Mickey Wojnarowski: CBT grant to up-date the library, Archives building will be added on to Library building and will give library wheel chair access, hours changing to be more consistent format

**Rossland:** Marie Tremblay: Bev Rintoul is interim director. New director will be starting in July, new feeling in the library, AGM Chris now chair, Yolanda Ridge, a children's author, now on Board

**Fernie:** Stephen Gort: Grant Lawrence's event attracted a 100 people, teen group is making a movie, hosting BC Book Week authors, offering outreach services to Hosmer and Elk Valley, leaking basement an added feature of the library these days, board focusing on revenue side of budget

**Radium:** Margaret Slack: elementary school box of books sent to schools and students art work displayed in the library is working well. The library participates in community market with weekly book sales, up-dating website.

**Nelson:** Nancy Jones: High circulation, half of the collection is out at all times. Partnership with Heritage Credit Union in the Valley is working well. Valley residents can drop off and pick up their library books at the Credit Union. Subcommittee to respond to Education Plan, Working on Policy manual.

**Kimberley:** Jane Hayes: turn over of trustees, communications important to new trustees, User survey is being done, Collaboration College of Rockies Day Camp on E-readers, Collaborated with Centre 64 to bring Arin Fay's portraits and an author reading by Luanne Armstrong to the community.

**Salmo:** Kay Hohn: Hired Taylor Caron, a local resident working on her Library Tech degree from Langara College, to become the new library director. While Taylor is training for the position Marianne Hansen has agreed to co-direct with her. Taylor up-dated website. We have added 4 new access computer stations and tablet tables. Salmo Public Library won this year's Earth Hour Challenge sponsored by Fortis.

**Beaver Valley:** Don Berriault: Grant Lawrence attracted 40 people to his reading, with people coming from all over. Renewal of board and friends underway.

Lunch

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1:30 pm

Professional Development presentation – The Library Connects Our Community by June Stockdale and Emma Dressler

Adjourned 3:10 pm