

**Kootenay Library Federation  
Board Meeting Minutes  
29 October 2011**

Kimberley Conference & Athlete Training Centre  
290 North Star Blvd,  
Kimberley, BC,

Attending:

Trustees: Jane Hayes, Kimberley, Chair; Joan Jeary, Enid Gayle-Ewashen, Creston; Shawn Whitelegg, Greenwood; Kay Hohn, Salmo; Paddy Weston, Penny Sibbald, Kimberley; Don Berriault, Beaver Valley; Nancy Jones, Nelson; Vivienne Robinson, Castlegar; Stephen Gort, Fernie, Roberta Rodgers, Cranbrook; William Caley, Grand Forks; Roberta Chartier, Midway; Laura Harding, Trail, Denis Senecal, Cranbrook

Virtual attendees: Paula Rogers, Nakusp; Catherine McCormick, Kaslo

Library Directors: Heather Buzzell, Grand Forks; Ursula Brigl, Cranbrook; Jim Bertoia, Sparwood; Sandra Smith, Castlegar, Emma Dressler, Fernie; Eva Kelemen, Kaslo; Stephanie Boltz, Midway, Karin von Wittgenstein, Kimberley

KLF: Joanne Richards, Helen Graham (minutes)

Guest Speaker – Kim Roberts, CBAL

9:30 am – tour of Kimberley Public Library

10:30 am - In-camera meeting re: Personnel Committee recommendations - for Board members only

General meeting call to order: 11:05 MDT

1. Motion to approve agenda, with additions. - Don Berriault. Second. Vivienne Robinson. Approved.
2. Approval of minutes of 13 May 2011 meeting. Motion to approve. - Vivienne Robinson. Second. Laura Harding. Carried.
3. Correspondence  
Received operating grant conveyance letter from Jacqueline van Dyk, July 29th., 2011  
Jane Hayes distributed her response to Jacqueline van Dyk's letter  
KLF sent a thank you letter to the Ministry of Education.
4. Chair's Report – copies submitted in package.  
Addendum to Chair's report - Jane acknowledges the importance of Co-ops in our society and notes the positive impact of the BC Libraries Co-operative for library service in the province - Motion to accept. Don Berriault; Second - Vivienne Robinson. Carried.
5. Treasurer's Report (3rd quarter financials and draft 2012 budget included in package)  
Motion to approve - Vivienne Robinson; Second. Roberta Rodgers. Carried.  
Motion to extend Evergreen Migration Grant Reserve indefinitely – Vivienne Robinson; Second - Laura Harding; Carried.

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Motion to access equipment fund to purchase new KLF computer and additional software - Vivienne Robinson; Second - Don Berriault; Carried.

Recommendation for the Financial Committee to consider compensation for use of home space and expenses for KLF's "virtual office": Roberta Rodgers

6. LDAG Report – oral report by Eve Kelemen, LDAG chair; report from Ben Hymen regarding the BC Libraries Co-operative distributed at the meeting; Motion to accept - Shawn Whitelegg; Second - Roberta Rodgers.

7. Director's Report – Distributed in package; Motion to accept report - Vivienne Robinson; Second. Stephen Gort; Carried.

Joanne Richards comments:

Re: page 10 of your package: Conference Accounting; in addition to costs for facilities and presenters, there was \$10,500 worth of Helen's and my time to plan and organize the Conference.

Re: Provincial Operating Grant Letter – emphasis on collaboration and accountability, which are important in these tough economic times and are a focus for Libraries and Literacy Branch (LLB). The letter lays out expectations for closer collaboration within the KLF, other organizations (other federations and the BC Libraries Co-operative). The letter flags participation in Sitka, BC Libraries Co-operative and developing direct patron request ILLs as priorities for the LLB.

Libraries are encouraged to work on raising their profiles in their communities. The MoE is revising its learning plan for students and libraries need to be aware of this change and position themselves as players in this service delivery.

The Province's support for the delivery of literacy programs is changing. Joanne wrote to Decoda seeking clarification on changes to access to Raise-a-Reader funding and the apparent disparity in fund distribution, particularly in light of the MoE support for this fundraising exercise. The letter also raises issues of the importance of libraries in delivery of literacy services in most communities in the province.

8. Committee reports:

- i. Advocacy Committee – FYI from Roberta Rodgers re: letter from James Gorman, Deputy Minister of Education regarding the new education plan. This was emailed to several lists and can be accessed at: <http://www.bcedplan.ca/theplan.php>

What are the core expectation for libraries regarding this plan?

- ii. Service Committee - Kay Hohn. Strategic Plan report handed out at meeting. Motion to accept report: - Don Berriault; Second - Shawn Whitelegg; Carried.

Discussion points:

Need to review the language associated with when a board member resigns or misses two or more meetings. Want to have language and process to encourage participation.

KLF Communications attention is ongoing.

Terms of reference for committees to be developed.

- iii. Policy Committee - Heather Buzzell

Proposed policy: Personnel committee will be formed biannually to access the directors and KLF staff – performance and compensation and adjust wages for cost of living increases based on

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available funds within the budget. Motion to adopt policy - William Caley; Second - Shawn Whitelegg; Carried.

Lunch: 11:31 reconvene at 1:00.

9. Community presentation – District Literacy Plan for SD 6 by Kim Roberts, from the Columbia Basin Alliance for Literacy (CBAL)

CBAL is a non-profit society in Kootenay and Boundary. It is a catalyst and service providers for literacy in 16 communities. More information is available on the CBAL website - <http://www.cbal.org/index.php> . Each community has a literacy advisory committee made up of community representatives, including library staff.

Collaboration with the Kimberley Public Library includes:

- Fundraiser Golf Tournament
- Library provided and stores a portable computer lab which CBAL can use
- Books for Babies
- Library houses ESL resources

Other communities share resources through CBAL/Public Library partnerships

Each CBAL community works within an approved budget, which includes funding from: CBAL, the province and various grants. In Kimberley Kim works part-time, has a staff of 5 programmers, and volunteers.

Jane: What relationship does CBAL have with Decoda?

Kim: Literacy BC and Literacy Now combined to create Decoda. There is some funding coming to regions through Decoda. Decoda also shares resources, co-ordinates statistics collection, and information sharing for literacy service groups across the province.

10. Round table:

**Nancy Jones, Nelson:** things are going well, renovations complete. Joint Nelson Library/Touchstones Story Tellers Saloon is held today (October 29, 2011) at Selkirk College in Nelson. There were 207,000 items circulated last year. Increased usage from Area F and H South residents areas now that they pay for library service through their taxes. Collaboration with community partners such as using library card to enter museum. Nelson Library has Facebook page. June sent along a suggestion to consider a KLF orientation package for trustees in areas of common concerns. Paddy Weston, Kimberley asked what accounted for the increased library usage. Nancy: The addition of tax supported library access in Areas F and H South as well as the renovations.

**Denis Senecal, Cranbrook:** 1st year as trustee. The Board has asked for additional budget items, which will be taken to council at a later date. Strategic Plan has been revised. Increase board from 7 to 9 this year. Replacing Mt. Baker Secondary School with Community Learning Centre and the Library has been asked to partner. Friends of the Library chair is retiring this year, it will be hard to replace her. Idlewild Music Festival competed with many events this year, therefore it is being moved to a different weekend in 2012. Seventeen people attended Rosa Jordan's OBOK event on Oct. 28.

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**Kay Hohn, Salmo:** Celebrating 50 years as a Library Association and held a gala last weekend (October 22) which was a fundraiser for the expansion - "50 for 50" fund raising campaign (\$50,000 for 50 years of service). Intent is to join the two spaces together, for a more spacious library all on one floor. Hosted two readings this fall: Kristeva Dowling, author of '*Chicken Poop for the Soul*' and Rosa Jordan, author of OBOK 2011 '*Far From Botany Bay*'. There is a newly purchased Early Literacy Station for children. Library Director resigned so the board is in process of looking for a new director.

**Enid Gayle-Ewashen, Creston:** She is a rookie trustee, sharing the KLF rep position with Joan Jeary. Things going well in Creston. Friends raise funds through Book Sales and other activities throughout the year. CUPE contract ends Oct. 31. Starting to work on creating a Strategic Plan.

**Stephen Gort, Fernie:** We are in a good position now. Board, director and staff are all going in the same direction. While Santa Puppies is being filmed in Fernie the library is Pineville Savings. Library has focused on collaboration with schools, senior centres and play schools, often combining the age groups into unique programming opportunities. Also collaborates with the Fernie's Writers group to bring in authors. Seasonal population moving into town. Half of Fernie's half marathon proceeds go to Library. Civic election forum to be held in the library next week.

**Catherine McCormick, Kaslo:** The library moved at the end of last January from current space and back again. The temporary location had greater visibility, but half the floor space. Eva did a great job organizing the moves. Eva and Annie now have an office. Have been busy with story time, a book discussion group, strategic gaming session, hosted authors Rosa Jordan (OBOK) and Kristeva Dowling, author of *Chicken Poop for the Soul*. Have started a teen knitting group and a conversational Spanish group. Kaslo is the most poorly funded library for the population served and is therefore advocating for 2 cents per \$1,000 assessed value increase for 2012. Local elections will influence the success of this effort. A book launch for a historical compilation of stories about Kaslo and area brought 40 people to the library. For the first time the library hired a student to run the SRC. Talks are underway with Argenta regarding library service to that community.

**Paula Rodgers, Nakusp:** Major changes with new Library Director and board treasurer. Treasurer worked hard to straighten out problems, but has now resigned. We have to ask for more money for next year's budget, but it is probably be a go. We hosted an Open House celebrating our patrons. We were bequeathed \$140,000, which is invested for 10 years. During that period, library can access the interest; after 10 years the principle becomes available. Historical society has go ahead to add archives section to Library building.

**Roberta Chartier, Midway:** 1st year on Board. 60% of the Library Board is new. There are a lot of "snowbirds" in the area now. Library serves Midway (620 pop.) and surrounding area for a total of 2,000 people. Participating in Reading Link Challenge for grade 4 & 5's again. The library hosted the second annual John Boltz Kettle River Memorial Run Fund. Registration fees went to the library, pledges and donation went to BC Cancer Foundation of the Southern Interior. Is there a Library Director's job description? Think there should be a KLF wide core duties for Library Directors. Discussion: Directors positions vary according to size and composition of the libraries. It would be impossible to have one job description for all. The sawmill has not reopened.

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**Penny Sibbald, Kimberley:** This is my eighth year as a trustee. Very proud of what has happened at the Kimberley Library; Karin is really moving things forward. Children's Librarian (Arlene) has just finished the Community Librarian Program. Renovations are finished and the library managed to continue operating during this period. Staff didn't complain during all of the upheaval. Furniture made by blacksmith from Ft. Steele is outside the library. Excellent Friends group. Organize a golf tournament and book sales for fundraisers. New board member, Greg Bradley is taking a special interest in up-grading the library's computers. To help with this project two College of Rockies' students are doing their work experience as tech supports for the library. Library received at bequest of over \$60,000.

**Shawn Whitelegg, Greenwood:** Our fundraisers include two book sales a year (\$1,500), a quilt raffle (\$2,500), and an arts and crafts sale that will be held on November 19th. Judy is marvellous. Evergreen is up and running. Electrical meter changed, so library no longer pays for power used by the city works department in the basement, or any other tenants of the building.

**William Caley, Grand Forks:** Library has an established partnership with CBAL, including seniors' computer training. Christina Lake outreach includes: a story time, book group, and drop off for library material. The library is now on Facebook. Library hosts a computer games night for children with the local hockey team, the Border Bruins, assisting. Successful negotiations with CUPE; very different from last time. Growth of services and usage. Have developed a common vision and attach fundraising to it. Will be hosting a "Murder Mysteries in the Stacks" for fundraising and to show the public how tight the library is for space. Major upgrade to community access computers. All is well in Grand Forks.

**Laura Harding, Trail:** A lot of changes in the last couple of years since Belinda has come on board. Moving things to maximize space and painting to freshen up the library. Spent extra \$40,000 on collection development. Some changes include: self-ready materials, 2 children programmers, who work part-time, and revamping website. More positive atmosphere in the library. Area B funding referendum coming up in November. Hopefully a new library will be part of the revitalization of downtown Trail.

**Don Berriault, Beaver Valley:** In September Beaver Valley became the 50th library in the province to migrate to SITKA. Sept. Collaborated with J. L. Crowe Secondary school and Fruitvale Elementary for author tours. In October, Ursula Brigl gave talk on process of strategic planning to the Board. We will start on our strategic plan next month and finish next year. Getting signage on highway so people can find our out-of-the-way library. Continued with up-grades to facility and have recently updated painting and lighting. Friends are the library's major fundraiser. They are transforming and attracting new members.

11. AGM virtual meeting an evening between Mar. 26 to 30. Delivery will be via Elluminate (video) and teleconference (audio). The earlier date will enable the Board to approve financial statement within timeframe as per KLF Agreement. There will be Elluminate training before the meeting.  
In person Board meeting: Early May in Grand Forks. To be confirmed.
12. Motion to adjourn: Laura Harding  
Adjournment: 3:23 MDT