

***Kootenay Library Federation
Board Meeting Minutes
3 May 2014***

Creston Public Library
Creston, BC

Attending Trustees: Don Berriault, KLF Chair, Beaver Valley Public Library; Kay Hohn, KLF Treasurer, Salmo Public Library; Stephen Gort, KLF 1st Vice-chair, Fernie Heritage Library; Linda Farynowski, KLF 2nd Vice-chair, Creston Valley Public Library; Jackie Letkeman, Castlegar & District Public Library; Karen McDonnell, Trail & District Public Library; Joe Johnston, Kaslo & District Public Library; Norm Funnell, Invermere Public Library; Martin Domeij, Grand Forks & District Public Library; Brendalee Morgan, Nakusp Public Library; Eileen Delman, Creston Valley Public Library; Sharon Block, Nelson Public Library.

Library Directors: Eva Kelemen, Kaslo & District Public Library; Heather Maisel, Castlegar & District Public Library; Avi Silberstein, Grand Forks & District Public Library; Ursula Brigl, Cranbrook Public Library; June Stockdale, Nelson Public Library; Aaron Francis, Creston Valley Public Library; Diane Andrews, Elkford Public Library; Nicole Pawlak, Invermere Public Library; Marianne Hansen, Salmo Public Library; Marie Onyett, Beaver Valley Public Library

Guests: Jim Jacobsen, Executive Director, Creston Valley Chamber of Commerce; Elizabeth Nygren - Teen Advisory Committee member; Jackie Hula - Teen Services Coordinator

Kootenay Library Federation: Joanne Richards, Director (minutes) (thanks to Ursula Brigl for sharing her notes.)

Call to order – 10:00 AM PDT

1. Additions/approval of the Agenda. Motion to approve – Linda Farynowski; Second – Karen McDonnell; Carried
2. Approval of the minutes of October 2013 meeting. Motion to approve – Kay Hohn; Second – Karen McDonnell; Carried
3. Committee Renewal:
 - Finance – Kay Hohn, Ursula Brigl, June Stockdale, Don Berriault (ex-officio)
 - Policy – Martin Domeij, Eva Kelemen, Don Berriault (ex-officio)
 - Strategic Planning – KLF Executive, Heather Maisel, Nicole Pawlak (see bullet 9 for further discussion)
4. Correspondence: Provincial Letter of Expectation (distributed at meeting); Langara College – thank you for donation to Jesse Radonich-Scanlan Memorial Fund (circulated at meeting).
5. Presentations by guest speakers:

- Jim Jacobsen and Aaron Frances – spoke about Creston Valley rebranding and library participation in this branding process. In order for a town to be successful in attracting visitors and businesses, it must create a cohesive image to project outwards. The marketing firm, Story & Co., from Kimberley was hired to develop the Creston Valley brand. Aaron Francis outlined how the library adopted the brand. The Library Board initiated the process to use the brand, under contract from the city. The library's logo, website and marketing material were redeveloped using the 'brand bible', which lays out colours, logos, fonts, image design, tone, etc.
- Elizabeth Nygren and Jackie Hula – The Teen Action Committee started in January 2013, formed with the support of a CBT youth grant. The teen advocate works out of the library. The committee created the teen space in the library and meets at the library every Wednesday at 4 pm. They have grown from 5 to 22 active members over the past year, representing all the communities in the Creston Valley, from Crawford Bay to Canyon. The library decided to position itself as the place in the community which welcomed teens to come, hang out and undertake activities. The library supports the program, but all activities and programs are led by the youth. They focus on putting on safe, accessible programs.

6. Treasurer's Report – board meeting package included the year to date (YTD) financial update. Motion to approve Kay Hohn; Second Linda Farynowski. Joanne noted that YTD earnings are low because of province wide spending on B4B materials. These funds will be recouped when libraries are invoiced.

7. Reports:

- KLF Chair Report, Don Berriault – noted excellent attendance at the KLF Conference, but encourages more trustees to attend future events.
- LDAG Report, Eva Kelemen – 11 LDAG members attended. Report attached.
- Director's report – emailed to Board and LDAG before the meeting. Q – TOP training: Libraries need to let Joanne know if there is interest in this training from their library boards.

All received for information.

8. Old Business:

- Penticton Public Library (PPL) Board is discussing merits and difficulties associated with joining the KLF. Terms of grant from the Province say that the question must be decided by end of December or the money refunded. KLF members to discuss, at individual board level, whether or not they support having PPL join the KLF and report back to Don or Joanne by end of June. Joanne to prepare a one-pager summarizing benefits and limitations to having Penticton join the KLF. Motion by Stephen Gort – KLF to write a note to the Penticton Board asking for a decision by end of September. Second – Linda Farynowski. Carried.

9. New Business:

- Strategic Planning Process and Timeline – Discussed under committee formation, process reported here as per the agenda.
Don Berriault reported that the KLF will undertake a strategic planning process in 2014/15. The committee was struck as noted above. Consultant will be hired to help with survey and facilitated discussion; Joanne to send RFP to potential consultants and report back to the committee. The process will involve gathering input from key stakeholders including all library boards, directors and staff within the KLF; libraries may share their own strategic plans. The draft plan is anticipated to be ready for either the 2015 inaugural meeting or spring Board meeting.
- Succession Planning for KLF Executive:
Over the last three elections there has been a great deal of difficulty in recruiting new members to the executive as evidenced by the fact that the same people have been on the executive for the past 3 years. Some challenges include not knowing at what point members are at in their home library board terms, ensuring that the same person be the KLF representative for at least two years, and that libraries see the value of having their representative serve on the KLF executive.
At this time, there is no response when a call for candidates is put out. The executive wants to know what they can do to better inform member boards to get more participation.

Suggestions:

- Time, and travel are barriers – suggest holding meetings in one of a few central locations
 - Make being the KLF information part of a new board member's portfolio and of the potential to be a representative to the KLF Board.
 - Define the purpose of the meetings
- Set fixed meeting weekends (i.e. same weekends in May and October year over year)
Suggest first weekend in May and weekend after Thanksgiving.
Explore virtual attendance options; Aaron Frances, Karen McDonnell and Jackie Letkeman to explore and report back
Email non-participating libraries

Fall 2014 Meeting – October 18th, in Salmo at the Community Centre.

10. Round Table – two most newsworthy happenings at your library:

- Beaver Valley – have been working on new Libpress site; Youth and Children's collections are now merged.
- Fernie – has a new book bike purchased through fundraising. Bike will visit market, seniors centre to distribute books. Continuing with popular author events and have arranged five for next fall and winter,

- Salmo – renovations on the Dorothy Hearn wing are started and new windows are installed. Taylor Caron will move into Director's position later this year; Marianne Hansen has been acting director for the past two years while Taylor has been taking training.
- Trail – Things are chaotic. Two long time employees retired last month creating a need for revamping of staff positions. Warfield pulled out of service agreement, but funding may be restored.
- Invermere – RDEK increased library funding by \$18,000 per year to match the District of Invermere contributions. The District of Invermere has taken on the library book keeping and payroll functions.
- Castlegar – has a seed library. Patrons can check-out up to five packets of seeds. The agreement is that borrowers will bring back twice the amount checked out. Travel talks by the Friends' Group are proving to be quite popular.
- Nelson – now has a technology petting zoo with five different devices for patrons to try; have started a history project for the period 1986 to date. This will be a continuation of the 1895 – 1985 library history record.
- Kaslo – Broadband will be available in Kaslo in about three weeks; new custom built shelves are being installed thanks to generous donations of time, materials and funds.
- Cranbrook – washroom renovations have started; they have hired a consultant (Laura Hummel) to work on change management process.
- Nakusp – Archives addition to the library building is now open, so for the first time, the library is fully accessible. This has been a 10 year project. Susan is now the head librarian.
- Grand Forks – has not been charging overdue fines since January 1st. So far, no abuse of service is apparent in the stats. HVAC system is being upgraded.
- Creston – as per speakers in section 5.

Adjourned 2:45 pm

LDAG Meeting Report:

Friday May 2nd -- Creston

11 Library directors were in attendance.

The meeting began with elections. Heather Maisel, from Castlegar & District PL, is our new LDAG chair. Aaron Francis, from Creston PL is the vice-chair.

There were two presentations at the LDAG meeting via internet/speakerphone. Marie Palmer provided a tour of LibPress. Many libraries are launching new LibPress websites this year as the old PLOT sites will no longer be supported after 2014.

The second presentation was with Laurie Davidson of the BC Libraries Cooperative. She discussed problems with our shared catalogue and recent cataloguing survey results. This fall there will be a pilot project to test

centralized cataloguing and processing with 2 vendors and 8 to 10 libraries. Three KLF libraries will be participating in this pilot: Kimberley, Creston, and Castlegar.

The LDAG chose the name "Kootenay Connect" to replace the many names for the new resource sharing in the KLF through Evergreen/Sitka. Joanne will be buying stickers with the new name for the KLF libraries. The LDAG made a motion to collect or clear fines at the patron's home library.

Spending priorities for retained earnings put strategic planning at the top of the list. The strategic planning process will determine how to use the reserve funds.

This year will be the last year for OBOK. The project is very labour intensive and difficult. It is time to explore new programs. One suggestion is a reading challenge between Kootenay libraries or even the East and West Kootenay. Cranbrook has had success with this challenge in the past. We decided that it would be good to explore new regional event ideas during the strategic planning process.

We discussed non-bullying policies. Worksafe BC has templates available to help develop the required policy (a requirement since Nov 2013).

Joanne provided a demo of the Skillsoft online training program for library staff. The subscription lasts until the end of this year.

We decided to save the round table for the board meeting.

Respectfully,

Eva Kelemen, outgoing LDAG chair
Kaslo & District Public Library

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