

**Kootenay Library Federation
Board Meeting Minutes
25 May 2013**

Gallery 2 Grand Forks Art Gallery
524 Central Street, Grand Forks, BC

10:00 am - In-camera Board mtg
10:30 am - regular business mtg:

Attending:

Trustees: Don Berriault, Beaver Valley, Chair; Kay Hohn, Salmo, Treasurer; Linda Farynowski, Creston, 2nd Vice-Chair; Stephen Gort, Fernie, 1st Vice-Chair; Sharon Block, Nelson; Fred Stevens, Cranbrook; Holly Auger, Invermere; Elaine Sloan, Castlegar; Martin Domeij, Grand Forks; Je-Anne McNeil, Greenwood; Mickey Wojnarowski, Nakusp; Catherine McCormick, Kaslo; Karen McDonnell, Trail.

Librarians: June Stockdale, Nelson; Heather Maisel, Castlegar; Katie Albright, Rossland; Stephanie Blotz, Midway; Avi Silberstein, Grand Forks; Susan Rogers, Nakusp; Eva Kelemen, Kaslo; Ursula Brigl, Cranbrook; Belinda Wilkinson, Trail.

KLF: Joanne Richards, Director; Helen Graham (minutes).

1. **Agenda Approved with additions:** - Holly Auger. Second - Catherine McCormick. Carried.
2. **Minutes of October 2012 meeting approved:** - Stephen Gort. Second - Holly Auger. Carried.
3. **Business arising from the Minutes:**
 - a. **Formation of committee:**
 - i. **Finance committee:** Kay Hohn, Chair (treasurer), June Stockdale, Ursula Brigl, Je-Anne McNeil, Don Berriault,
 - ii. **Policy Committee:** Martin Domeij, Don Berriault
 - iii. **Service Review Committee:** Catherine McCormick, Don Berriault,
4. **Correspondence:** Conveyance letter will be discussed under New Business
5. **Reports:**
 - a. **Chair's Report,** Don Berriault : Attended BCLA & BCTLA. No further report at this time, because of an interesting development with Penticton Public Library. See New Business: Conveyance Letter.
 - b. **Treasurer's Business,** Kay Hohn: financial report in package. I review financials monthly with Joanne and I don't have any concerns. Most of B4B's \$48,000 will be spent in next quarter on books, CDs and bags. The money is spent in partnership with other federations. Consensus from LDAG is that this is still a valuable thing to do. The consortium buying of B4B supplies helps to keep costs down. Motion to accept report. - Kay Hohn. Second – Holly Auger. Carried.

- c. **LDAG Report**, Eva Kelemen: report attached
 - i. Discussion: Violence in the workplace training and the possibility of cost sharing. It was recommended to use local mental health workers to help address issues and work on policies and procedures. Critical Incident Report could be one tool used to protect staff and patrons.
- d. **Director's Report**, Joanne Richards: included in package
 - i. Discussion: Penny Draper's Tour was a great success. KLF Conference will be held October 3, 4 & 5 at the Fairmont Hot Springs Resort. KLF support for libraries to send staff is approximately \$300/library. If the LDAG and the Board meetings are held in conjunction with the conference there will be more funds available to support travel of Library Directors and Board members to the conference. Most of the money in Project Expenses is for the Conference, plus \$30,000 from reserves.

6. New Business:

- a. **IT Assessment:** Motion to offer libraries IT Assessment using, \$12,000 of unused money from the Common ILS Grant Fund. – Linda Farynowski. Second – Stephen Gort. Carried.
 - i. Discussion: Info sheet distributed. LDAG recommends IT Assessment. Interns from the BC Libraries Co-op will do the assessment. The Co-op has developed the assessment process with support from the North Coast Library Federation.

Lunch: 12:05

7. Decoda & Local Libraries: a working partnership; presentation by Margaret Sutherland of Decoda Literacy Solutions

- a. An interesting presentation about how collaborations between Decoda and libraries are mutually beneficial.

8. New Business (continued):

- a. **2013 Conveyance Letter:** Motion to put the \$10,589 from LLB into a reserve until such time Penticton makes a decision. – Stephen Gort. Second – Kay Hohn. Carried
 - i. Discussion: Letter of conveyance included in package. Penticton Public Library and KLF have until December 31, 2014 to reach an agreement about joining the KLF. Don Berriault has had one meeting with the Penticton Public Library Board Chair. Elaine Sloan: We want to be receptive to the idea. Don Berriault: The Penticton Public Library Board likes the fact that the KLF libraries work together, yet retain their independence. If the Penticton Library Board chooses to join the KLF, the KLF Board will work with them to iron out the details.
- b. **Assistance with Strategic Planning:** Stephen Gort - Suggested that collaboration with KLF and member libraries would be helpful in sharing expertise and defray costs associated with strategic planning.
 Joanne Richards: Ursula Brigl, Heather Buzzell and Donna MacDonald will be giving a session on surveys and strategic planning at the KLF Conference, to help address this issue. There is locally available expertise to help libraries through this process.
 Discussion:
 Consultants from outside library field can bring valuable perspective to the process.

Cost may be prohibitive for some libraries.

Need to recognize that Strategic Plan is a board responsibility and board should seek assistance as needed and as affordable. Objectives and goals should lead to concrete and measurable outcomes. Strategic Plan is a living document that guides the board's work.

9. **Round table** – 3 best newsworthy items from your library

Trail & District Public Library: Karen McDonnell, Trustee: We have hired Sam King, MLS, who is currently working at VPL. We are looking for spot to relocate our library. The option to remodel an existing building is off the table. A proposal for a new library/museum will be going to referendum in the fall of 2014. Our new website is up and running and soon we will have a Facebook page.

Kaslo & District Public Library: Catherine McCormick, Trustee: We have been working for several years on raising our regional district funding. We are pleased to say it has increased from .08 to a .16 mil rate. On going renovations to the building will make it more accessible when new doors, with an automatic opener, will be installed by next winter. There has been a push on youth programming in the past year and it has resulted in 10 to 12 young people attending regular programming at the library.

Nakusp Public Library: Mickey Wojnarowski, Trustee; there will be accessibility improvements within next year, as a result of museum/archives sharing the library building space. We are working on our Strategic Plan. The survey will be going out this week. We plan to have a table at the Farmer's Market this summer. People will be able to buy used books, get cards and the library will get more exposure.

Greenwood Public Library: Je-Anne McNeil, Trustee: Raised over \$1,000 on a bake-less bake sale. Four years ago Japanese Internee recorded his experiences on DVD. The DVD is still selling and the proceeds go to the Library. Reading Link Challenge is an incredible program for Grade 4 & 5 students. We would like to see it grow to include all KLF libraries, and beyond.

Grand Forks & District Public Library: Avi Silberstein, Director: The library, in collaboration with the Seed Bank, has created a Seed Library. Seeds are given to people who want them and they are encouraged to return seeds from their garden in the fall. We are undergoing physical changes at the library. These include removing the old awnings, upgrading seating and hopefully adding more windows. We have eliminated fines on children's materials.

Midway Public Library: Stephanie Boltz, Director: Agrees with what Je-Anne said about the Reading Link Challenge. Midway has 100% participation in Reading Link Challenge, with many older students wanting a similar program for themselves. They now have a reading club for grade 1 & 2's in preparation for RLC. A bus load of children will be coming to library in June. The library has a program where high school students work at the library to get job skills. The John Boltz Memorial Kettle River Run will be happening on July 20, 2013. Funds raised go to the BC Cancer Foundation and the Midway Public Library

Rossland Public Library: Katie Albright, Director: We have a Lego Club, with 30 to 50 kids attending a monthly session. We may consider increasing it to twice a month. We will have a booth at the Farmer's Market and bring some SRC programming to the Market. We are working on our first Strategic Plan by doing a survey and interviews. Looking at a 3 year plan. Last year we had the highest circulation stats in 5 years.

Castlegar & District Public Library: Heather Maisel, Director: We are also doing a Seed Library, with CBT funding. We have just completed our 3-year Strategic Plan.

Invermere Public Library: Holly Auger, Trustee: We are busy with our 50th anniversary celebrations. We have a successful Adopt a Book Program, to raise funds for the library. There is a push for a new facility. The staff has recently joined CUPE. Liz Robinson, the Library Director, will be retiring. We will then begin a hiring process for a new director.

Cranbrook Public Library: Fred Steven, Trustee: We have an Adult SRC, planned for the summer. It's similar to the children's version, including reading records. We hired a library tech student to work 70 hour at the library. We will have a booth at the Farmer's Market. One of our programs is a "human library book". New people coming to the community get to "take out" a long time resident. The library is now open 7 days a week.

Nelson Public Library: June Stockdale, Library Director: Our Policy Manual revision has been completed. The Library won a Provincial Award for a "Taste of Nelson". A Taste of Nelson is a fund-raising program we did for Library month. It was good for the businesses and library. Our Friends of the Library are revitalizing. On our Facebook page we have a continuous silent auction, which is making money.

Fernie Heritage Library; Steven Gort, Trustee: Angie Abdou hosted an event with Robin Spano. Evelyn Lau, author of A Grain Of Rice, also did a reading at the library. Our Red Cedar Book Club has been very active. This year's Arts and Letters gala, "Diamonds and the Devil", will be on June 22 in the Library.

Salmo Public Library: Kay Hohn, Trustee: We are still working on our seemingly never-ending expansion project. The librarian in training, Taylor Caron, is taking courses while working with Library Director Marianne Hansen; this model is working well for our library. The Library is collaborating with CBAL to take programming to Ymir. We now have four board members under the age of 40.

Creston & District Public Library: Linda Farynowski, Trustee: We are landscaping outside the library. We are working on our 3-year Strategic Plan. The Library is in communication with the Lower Kootenay Band to work with them on a native language program.

Beaver Valley Public Library: Don Berriault, Trustee: The Strategic Plan Webinar was helpful to us when we were developing our new Strategic Plan. The recent Jennifer Craig reading was interesting.

10. **Fall meeting:** Saturday, October 5, 2013 at 1:00 pm, at the KLF Conference at the Fairmont Hot Springs Resort.

Adjourned: 2:05 pm

Library Directors Advisory Group Chair Report **24 May 2013**

Location: Greenwood Public Library, 346 Copper Street, 250-445-6111 AND
Greenwood City Building –202 Government Ave, upstairs.

There were 11 librarians representing 10 libraries with Joanne and Helen present.

At the library:

The first part of our meeting, held at the Greenwood Public Library, was a teleconference/webinar demonstration of the North Coast Library Federation Direct Patron Request through Evergreen by Toni McKilligan & Kathy Anderson. “Direct patron requests” will be the new interlibrary loan. It means that patrons would be able to borrow items from other libraries by placing a hold on that item through their library account using the Evergreen catalogue (not Outlook). The North Coast has tested and used direct patron requests within their federation since June 2012 and have developed and posted policies and procedures online that we can use.

How has this changed interlibrary loans in the North Coast?

For the patron, the process is only slightly different than how a hold is placed in Evergreen right now, but with several benefits. These include: being able to place a hold on any item in the regional system (not just books), choosing which library to pick the item up at, having the full three weeks to borrow the item beginning when the hold is picked up by the patron, automatic email notification when the hold comes in, and being able to view the status of the hold in their library account (not a separate website).

Using Evergreen for interlibrary loans means that staff will use Outlook Online less often. In sum, it sounds like an easy change and these holds count towards the Resource Sharing Grant.

Later in the regular business meeting, a committee was struck to explore interlibrary loans through Evergreen. Katie Albright, Heather Maisel, and AVI Silbertstein joined the committee.

At the City Building:

1. Welcoming Communities: Megan Reid from CBAL briefly presented a program called Welcoming Communities that provides training and resources to enable librarians and other first contacts to understand the challenges faced by newcomers and how to provide support. Free training is available for contacts and there is a support website for first contacts (welcomemat.ca) and for newcomers (welcomemap.ca). Not all Kootenay communities are included in these sites.
2. Regular Business Meeting
 - a. The first bit of business was to select the LDAG Chair & Vice-chair. I continue as LDAG chair for a third term. Heather Maisel from Castlegar is the new Vice-chair.
 - b. Additions to/Approval of Agenda—Ursula added an all ages reading challenge (item 9.5)
 - c. Approval of Minutes – October 2012

- d. Under business arising from minutes, Joanne shared two reports showing new Large Print purchases within the KLF and in TNRD. In the KLF, LP purchases are not coordinated, so there are several duplicate copies. IN TNRD, the purchases are coordinated and shared so that the LP collection has no duplication allowing more titles to be purchased. This may be a good project to combine with direct patron requests.
3. OneCard / Resource Sharing Policies --There are some BC OneCard policies that we agreed to as a group when the provincial program was launched and some that must be decided locally. Since we have standardized some practices in the KLF, it makes sense to standardize this as well. I presented a couple of examples to the LDAG to find out what other libraries are doing. This led to a discussion of fines vs. no fines, circulation periods and non-resident fees. This seems off topic but is important for sharing ideas and standardizing library services. For some libraries, fines are a significant source of revenue for collection development. Others pointed to the barrier created by fines (eg. some children can only take one book home from the library because of fines). A few years ago, Joanne encouraged KLF libraries to adopt similar fines, thresholds, and circulation periods--it was interesting to see that KLF libraries have moved towards standard practices. There was also mention of moving towards standardized non-resident fees. Joanne will suggest fair values based on average per capita costs for library services in the Kootenays using 2011 data.
4. IT Assessment by BC Libraries Cooperative--The BC Libraries Cooperative is proposing to bring an IT assessment to all the libraries in the KLF in July and August, 2013 (including libraries not using Evergreen). The cost for this project is estimated at \$12,000. The LDAG recommends that Joanne requests to go forward with this initiative. Moved by Susan Rogers, Nakusp. None opposed.
5. KLF conference – no update
6. OBOK & author tours--There was some discussion about OBOK and whether or not it engages enough people for the amount of work involved. There are not that many votes put forward by the communities and not enough East Kootenay authors. One suggestion is to have a rating ballot for the specific book rather than expecting everyone to read all three books. The LDAG would like to see the event continue. Another issue is recruiting new people to create the annual shortlist. It involves reading about 30-40 pages of around 40 books for the first selection and then reading a few titles.
7. Books 4 BC Babies--The LDAG confirmed that the consortium purchase helps communities to deliver this program and would like it to continue.
8. Risk management – children in libraries--Some recent challenging experiences (Fernie) were discussed and the LDAG was asked if there are policies & procedures in place at their library to protect staff and children. It was recommended to have at least 2 staff present when working with children. Joanne will forward CBAL policy around this as a starting point to develop best practices.
9. PPR Licence--Public Performance Rights Licence for showing films at libraries was discussed. Options include NFB film club, Criterion individual or group membership. The KLF did have a group membership that was not renewed. There were extra charges for newer movies making it a bit expensive for libraries only using it a couple of times per year. A suggestion was made to purchase individual movies with PPR and share in the KLF.
10. (actually 9.5) Regional Reading Challenge--Ursula, Cranbrook discussed an all ages reading competition that collects ballots for every 20 minutes of reading (anywhere) and proposed an East vs. West Kootenay challenge. The Cranbrook PL ran this competition for 9 years against thier sister city Coeur D'alene. It sounds like fun.
11. Quick round table – 3 best things that are new at your library--we ran out of time

12. LLB Grant Reports – how to handle this?--Joanne presented some ideas about reporting outcome based evaluations and provided a handout for SRC. It was decided that a reporting template be developed by the KLF for libraries to simplify the process.

IT Assessment by BC Libraries Cooperative

The BC Libraries Cooperative is proposing to bring an IT assessment to all the libraries in the KLF in July and August, 2013. This assessment process was developed and piloted by the North Coast Library Federation (NCLF) in 2012 with the support of the Coop. The NCLF has invested over \$15,000 to date in this program. The funds assisted the BCLC to develop the assessment tool, the inventory spreadsheets and with writing of the best practice documents. The assessment of the 7 NCLF libraries helped to establish procedures for future assessments. With that development cost covered, IT assessments for libraries in other federations are now very affordable at just over \$600 per library. Within the North Coast, the project has already resulted in improvements to the intranet and internet functions in those libraries. The staff in each library was involved and able to learn from the assessment process.

This assessment will include all computers (public, OPAC & workstation) and their connections in each library. It also includes routers, servers, linked printers and scanners and telephony, if applicable. This is a province wide service provided by the Coop to help libraries improve and plan for the anticipated IT demands for libraries. It is available to all KLF libraries, not just those using Sitka. The expected cost for our participation is \$12,000. It is another example of how, by working together, libraries can achieve more and do so cost effectively.

There will be a written report for each library recommending actions that they need to consider to improve speed and functions within their systems. Some actions may be implemented during the assessment. The process does not include the costs of any equipment upgrades.

I am proposing that the KLF pay for the assessment with some of the money we have in our ILS Reserve fund. This expenditure will not affect our ability to pay Evergreen migration grants to the three libraries that have not yet migrated (Creston, Cranbrook and Trail). There may be recommendations that come from the assessments that entail costs; at this time, I can't say if the KLF could assist with those expenses.