

Kootenay Library Federation
Inaugural Meeting Minutes
26 March 2014

Location: by teleconference – call 1-877-353-9184 and enter participant ID: 1452792

Date: Wednesday, March 26, 2014

Start Time: 6:35 PM PDT, 7:35 PM MDT

Attendance:

Libraries and Literacy Branch: Mari Martin, LLB;

Trustees: Don Berriault, Beaver Valley, Chair; Stephen Gort, Fernie, 1st Vice-chair; Kay Hohn, Salmo, Treasurer; Fred Stevens, Cranbrook; Brendalee Morgan, Nakusp; Catherine McCormick, Kaslo; Jackie Letkeman, Castlegar; Martin Domeij, Grand Forks; Brenda Danyluk, Invermere; Eileen Delman, Creston; Karen Smithies, Elkford; Shawn Whitelegg, Greenwood;

Librarians: Judy Foucher, Greenwood; Avi Silberstein, Grand Forks; Marie Onyett, Beaver Valley; Eva Kelemen, Kaslo; Susan Rogers, Nakusp

Regrets: June Stockdale, Nelson; Linda Farynowski, Creston

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

Procedural note: approval of all motions was assessed by asking attendees – “Anyone opposed to this motion?”

1. Additions to the Agenda/Approval of the Agenda. Motion to approve: Catherine McCormick. Second: Stephen Gort. Approved.
2. Approval of the minutes of March 2013 Inaugural meeting. Motion to approve. Stephen Gort. Second: Kay Hohn. Approved.
3. Receipt/approval of 2013 Financial Statements. Kay Hohn Motion to receive and approve financial statement from December 31, 2013, as prepared by Pinnacle Professional Accounting, which I have reviewed. Kay Hohn, Treasurer. Second: Karen Smithies. Approved.

Discussion: Why is there a large variation in the projected and actual spending and revenues for consortium purchasing? Joanne Richards: We are the “bank” for Books 4 Babies for the entire Province. This activity flows through our income statement, but it is difficult to predict the level of activity from the many libraries that participate in this project. It makes the statements a bit messy. When we prepare the KLF budget we focus on the anticipated income and expenses for the KLF. At the suggestion of Pinnacle Professional Accounting, we created a separate, itemized Designated Funds activity, which include Books for Babies (see Page 11 of package) to clarify the financial activity for this project.

Kootenay Library Federation
Inaugural Meeting Minutes
26 March 2014

Regarding the Common ILS Fund expenditure, the KLF utilized some of this reserve to fund the federation- wide IT Assessment. We didn't know about this opportunity when the budget was approved. The opportunity for the IT Assessment was supported at the Spring LDAG and approved by the Board.

Question: How much did the conference cost? About \$31,000.

4. Appointment of the auditor: Motion: That we appoint Pinnacle Professional Accounting to do the KLF Notice to Reader Review for 2014. Moved: Kay Hohn. Second: Catherine McCormick. Approved.

Discussion: Mari Martin: Who prepares your SOFI? Joanne Richards: Our bookkeeper, Gloria Currie.

5. Approval of 2014 budget (provisionally approved October 2013): Motion: To approve the 2014 KLF budget. Moved: Kay Hohn. Second: Martin Domeij. Approved.

Comment: It still doesn't balance. Joanne Richards: LDAG suggested at the October Board meeting that the KLF consider spending some of the unallocated reserves (also called Retained Earnings on the Balance sheet). Subsequent discussion and polling clarified two initiatives at this time – facilitating a new strategic plan and an online training courseware called Skillsoft. On the advice from Pinnacle Accounting I have included this spending in the budget, along with the payment of the ILS grant to Creston Library. Pinnacle advised that we show an unbalanced budget, and then include a line at the bottom showing a plan to balance the budget by transferring funds from the reserve. Kay Hohn: The Budget will be balanced when funds are taken from unrestricted reserves. Martin Domeij: Will all the money come out of reserves? Joanne Richards: Yes, \$2,250 will come from the ILS reserve in support of the Creston Library migration to Sitka, the balance will come from the unrestricted reserves at the end of the year. Anticipated over run is ~\$11,000.

6. Receipt of Report for filing: Motion to accept and file the KLF 2013 Provincial Grants Report prepared by Joanne Richards. Motion to accept and file report: Stephen Gort. Second: Catherine McCormick. Approved.

Discussion: Martin Domeij: great report, Joanne.

7. Announcement of KLF executive: Don Berriault, Chair; Kay Hohn, Treasurer; Stephen Gort, 1st Vice- chair; Linda Farynowski, 2nd Vice-chair
8. Approval of signing authority – Joanne Richards, Gloria Currie, Kay Hohn, June Stockdale
Motion to approve signing authority: Catherine McCormick. Second: Eileen Delman.
Approved

Questions or comments: Comments: Stephen Gort: Thank Joanne for the package – very clear and informative.

Board will be meeting on May 3, in Creston, LDAG on May 2, and maybe training on the 1st.

Kootenay Library Federation
Inaugural Meeting Minutes
26 March 2014

Mari Martin: Thank you for coming out tonight. This is one of the best run meetings. The province funds federations to help libraries work together and the KLF does a good job of this. We will read your submitted reports in the next while. Next reporting due to the Province will be on May 15 - the SOFI and survey of statistics.

Adjourned Motion to adjourn: Shawn Whitelegg

Time: 7:03 pm PDT, 8:03 pm MDT