

**Kootenay Library Federation**  
**Board Meeting**  
**17 October 2015**

Location:  
Castlegar & District Public Library

**Attendance:**

**Trustees:** Jackie Letkeman (Chair, Castlegar), Don Berriault (Treasurer, Beaver Valley), Linda Farynowski (KLF Exec, Creston), Fred Stevens (Cranbrook), Heather Davidson (Nakusp), Ellen Watters (Kaslo), Karen Smithies (Elkford), Shane Fox (Penticton), Lorrie Walmsley (Rossland), Chris Ingles (Nelson), Colleen Jones (Trail), Isabelle Herzig (Salmo), Shawn Whitelegg (Greenwood), Norm Funnell (Invermere)

**Library Directors:** Kathryn Foley (Trail), Heather Buzzell (Penticton), Taylor Caron (Salmo), June Stockdale (Nelson)

**Kootenay Library Federation:** Joanne Richards, Director, Lori Rieberger (Minutes)

**Guest Speaker:** Donna Macdonald, Chair BCLTA

Call to Order @ 10:02am PST

- 1) Introductions
- 2) Additions to /Approval of the Agenda: Linda Farynowski/Don Berriault – Carried.
- 3) Approval of the minutes of May 2015 meeting: Norm Funnell/Ellen Watters – Carried.
  - a) Business arising from the minutes: None.
- 4) Correspondence – FYI
- 5) Treasurer’s Report:
  - Moved by Don Berriault that the revised budget be approved; seconded Heather Davidson - Carried
  - Motion that the Income Statement read by Don Berriault be accepted; seconded by Shawn Whitelegg – Carried.
  - Youth Card – Don Berriault made a motion to remove the Youth Card from the KLF books and abandon the project. Second – Shawn Whitelegg. June Stockdale asked that the Youth Card Issue be discussed at the next LDAG meeting in spring 2016 and be voted on again. Motion to withdrawn by Don Berriault.
  - Interim Budget 2016 – moved by Don Berriault to be accepted, seconded by Shawn Whitelegg – Carried.
  - Moved by Don Berriault that Yule Anderson be accepted as accountant for KLF, seconded by Isabelle Herzig –Carried.
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- 6) Reports:

Verbal reports from Chair Jackie Letkeman, appreciation for those attending today’s meeting and a Thank You to Library Branch for the \$10,000 to assist in the Training Workshop this past October 1 & 2<sup>nd</sup> with an added reminder to encourage all Staff to attend these important Professional Development opportunities.

LDAG Report, Kathryn Foley – attached.

Director's Report – distributed prior to meeting.

7) Old Business:

- Strategic Plan Review of Board Expectations- request from Joanne KLF, that the list of Board Trustees be kept up to date. Joanne also appreciates any information from Trustees concerning their Library news etc.
- Meeting Attendance Options- Jackie spoke to this regarding sending out a survey with approximately 11 questions to determine how participants, Trustees, Library Directors, would favour a virtual/interactive attendance format with the assurance that there will always be a physical space for meeting.
- Policy Committee Report – KLF Policy Manual. Joanne is working on a Policy Manual, to update and revise current policies. Options are being considered as to how best to present policies so they are as clear and user friendly as possible. An idea is to make the Policy an on-line document and then to further break down the manual into sections in order to be more visible and easier to access.

Policy Committee set up in May 2015.

Don Berriault moved that policies will be developed by Policy Committee and recommended to the Board for approval. Seconded by Ellen –Carried.

Don Berriault moved that policy outline presented be approved by Board, seconded Shawn – Carried.

8) New Business: None

9) Quick Round Table: 1 success and /or 1 challenge for your Library

<b>Library</b>	<b>Successes</b>	<b>Challenges</b>
Creston	Getting good responses from community surveys	Working on strategic plan, Sending out survey brochures New signage in the library
Cranbrook	Raising endowment monies; hosting a 90 <sup>th</sup> birthday with 1920's theme	Seeking tech support. Considering partnering with other organizations to secure this support.
Invermere	Have now confirmed space for new library in the multi-use facility being built in Invermere. Timeline – Ground breaking - March 2016; possible move in Sept 2017	Raising funds for new building – finishing and furnishing.
Elkford	Created fundraising committee, students reporters meet at the library to report on community events and add to the community newsletter – “The Elkford Focus” continuing annual photo contest for calendar fundraiser	Lack of space in the library, improving awareness of library's presence in community

Nakusp	The new sidewalk to access Archives and Library is finished. This allows access to elevator which was installed as part of the addition of the Archives to the Library.	Same core group of Friends doing most of work so we are looking at ways to engage more Friends members in activities.
Kaslo	New shelving, window seats in children's area, computer stations in better location, Planning for 95 <sup>th</sup> Anniversary celebration in December.	Lack of space so have joined a local group looking at space issues for not for profits. Group is supported by the CBT (Columbia Basin Trust).
Greenwood		Need to renovate bathroom, Are working on acquiring a flat screen TV for Notices, Also looking at new desk for librarian
Penticton	Completion of strategic plan – a collaborative effort by staff, trustees and library management	Arranging opportunity to present the new plan to city council.
Rossland	Bathroom renovation complete and are beautiful. Rossland Reads program has a lot of participation. It is a fun event that the community supports.	Fundraising for library renovation.
Nelson	Engagement with other organizations in Nelson to learn what they do in the community and to improve awareness of library. This is in support of community collaboration. Participate in Nelson CARES Society – a social action planning committee.	Meeting needs of all in the community
Trail	Loan of the Italian War Memorial. Joining a new fund raising drive.	Fundraising for new building
Salmo	Increase in programming and increase in participants which helps bring Salmo and Ymir together. Moved into new building space, have a Youth rep on the Library Board	Cramped for space until renos completed on the older part of the library.

Beaver Valley	New HVAC for the library building new ergonomic furniture for staff	Lack of space
Castlegar	All the projects are approved and ready to move forward	Lack of funding to go ahead with downstairs renovations

**Presentation:** by Donna Macdonald, Chair BCLTA Board, on Local Advocacy tools for your library.

Next meeting – Inaugural Meeting by teleconference on March 30<sup>th</sup> at 6:30 pm PDT, 7:30 pm MDT. Connection details to follow.

Spring 2015 meeting undecided due to Mother’s Day weekend in early May. The general feeling was that the Board Meeting should align with the next LDAG meeting.

A survey will go out with proposed dates to vote upon. Location tba, but will be in the East Kootenay or Creston.

Meeting adjourned at 2:30 pm.

## KLF LDAG Report to Board 1 October 2015

Location: Castlegar Public Library starting at 9 am.

Attending – 15 KLF Librarians, Cindy Ralph from Libraries Branch and Joanne

1. **Programming Box exchange** – boxes are now listed on the Sitka system, visible to library staff only and can be exchanged via Kootenay Connect. Some bugs are still being worked out.

2. **Libraries Branch update** –

Provincial Goals remain the same – Equitable Access, Resource Sharing, Shared Services and Collaboration, as well as a focus on the Education Transformation and supports for the BC Jobs Plan.

New Minister of Education (July 30 2015) – Mike Bernier is brand new to cabinet. He met with Library Partners (ABCPLD, BCLA, BCLTA and BCLC) at the UBCM. Reports are that this went well.

Q – funding? No news.

3. **Training plan** – Two committees struck to work on training plan

Q - Plans for more online training?

A – The North East Library Federation (NELF), with endorsement from the Kootenay and North Central Federations, received a \$25,500 grant from Libraries Branch to continue the online management training for library directors plus online training for staff. The training program is being developed by Royal Roads University (RRU) and consists of two parts – leadership series and staff training workshops. The courses are selected based on the response to training needs surveys in the federations, including the “Thought Exchange” shared by KLF libraries. All courses will take place in 2016.

Instructors are regular RRU staff. By partnering with Royal Roads, which is an accredited university, the intent is to give the participants credentials for this training that could contribute to further education and is recognized in the library field in the same manner as the Community Librarian Training Certificate.

Cohort based – the library focus for this training arises from the creation of a cohort of library participants. Minimum registration =12; max 24.

Cost – because of the grant, the Federations are able to offer these courses at an average of a 50% discount from the cost if participants signed up for individual courses.

Estimated cost per participant for the six courses in the leadership series - \$1,230. Estimated cost for staff courses - ~\$205 each.

Registration is expected to open in November 2015.

4. **Support for Kootenay Connect & Sitka Cataloguing**

- a. Cataloguing support – plans for working with Sitka at BC Libraries Co-operative to hire a catalogue support person for the KLF and NELF have been dropped. Sitka staff explored the

option, and are hesitant; they suggest more participation in the shelf-ready purchase project to reduce library staff time spent on cataloguing and to address duplicate record issues in the Sitka catalogue.

- b. Kootenay Connect support – consensus of those at the Oct 1 meeting is that if possible, a year-end KLF grant to support lending to KLF libraries would be helpful to the libraries. Joanne will follow-up near December 31 and advise if this grant is possible.
  - c. Motion – that the KLF LDAG write a letter to the BC Libraries Co-op /Sitka group asking for development of a seamless connection for patrons from the Cranbrook and Penticton systems to Sitka catalogue. Susan Rogers/ Heather Maisel. Carried.
5. **Inter-federation Sitka ILLs** – the North Coast and North East Library Federations have begun exploring inter-federation Sitka ILLS. Sitka has created a new Inter-federation ILL zone. Libraries that elect to join this zone are removed from any Sitka ILL zone in which they have been participating. Joanne suggests watching how this new zone functions and having further discussions next spring or perhaps before next opportunity to join this group. Consensus is that all KLF join at once so there are no orphan communities that do not have Sitka ILL partners.
6. **Next meeting** – May 6<sup>th</sup> in an East Kootenay location
7. **Navigating Today's Communication Challenges**

Presenter: Grant Penner of The Berrant Group  
Time: 1 pm – 4:30 pm (PDT)

A highly engaging, interactive workshop on communication; topics discussed included:

- a. time invested in getting to know your people is well spent
- b. the importance of listening
- c. different communication styles and personalities
- d. how to form the best teams with the people you have
- e. the importance of positive feedback, timely feedback and that performance review should contain no surprises.

**Friday, Oct 2<sup>nd</sup>**

**High Performing Team Dynamics:** Grant Penner

Library directors and staff participated in discussions and demonstrations of how teams function. The demonstrations showed that:

- a. stages of team development = teams are dynamic
- b. conflict is normal and can be positive
- c. good communications is essential
- d. attention to feedback from team members can improve outcomes
- e. complicated processes ( like paper airplanes & library services) require team members to rely on each other