

<p style="text-align: center;"><b>Meeting Minutes</b> <b>Kootenay Library Federation Board</b> <b>October 15, 2016</b></p>
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**Location:** Kestrel Room, Baker Street Inn, Nelson, BC

**Time:** Saturday October 15, 2016  
10:00 AM to 3:00 PM (Pacific)

**KLF Board Attendees:** Martin Domeij (KLF Vice Chair, Grand Forks), Don Berriault (KLF Treasurer, Beaver Valley), Chris Ingles (KLF Executive, Nelson), Shane Fox (Penticton), Katrina Vermette (Castlegar), Fred Stevens (Cranbrook), Frank Longo (Ferne), Shawn Whitelegg (Greenwood), Heather Davidson (Nakusp), Daneve McAffer (Invermere), Ellen Watters (Kaslo), Valene Foster (Salmo), Harold Baytaluke (Sparwood), Karen Smithies (Elkford), Laurie Riehl (Creston), Sharon Block (Nelson)

**KLF Library Director Attendees:** Aaron Francis (Creston), Ursula Brigl (Cranbrook), Eva Kelemen (Kaslo), Kathryn Foley (Trail), Beverley Rintoul (Rossland), Heather Buzzell (Penticton), June Stockdale (Nelson), Emma Dressler (Ferne), Taylor Caron (Salmo), Cari Lynn Gawletz (Grand Forks)

**KLF Staff:** Glenda Newsted

**Regrets:** Jackie Letkeman (KLF Chair, Castlegar), Greg Bradley (Kimberley), Jane Thurgood Sagal (Radium)

**Professional Presentation:** Theresa Negreiff, Non Profit Advisors Program (presentation included with meeting minute package)

**Guest:** Donna MacDonald, BCLTA Chair and Nelson Public Library Trustee

*Saturday October 15, 2016 – Meeting called to order at 12:35 pm PDT.*

- 1. Introductions**
- 2. Additions to/Adoption of Agenda**

\*BCLTA Report – Donna MacDonald – Presented report at 11:27 AM PDT due to personal time commitments. (attached – page 15)

The following amendments were made to the Agenda:

1. Introductions
2. Additions to /Approvals of Agenda

3. Approval of minutes – April 2016 meeting
4. Business arising from minutes
5. Correspondence
  - a. Libraries Branch – re: Penticton Public Library
6. Libraries Branch Discussion
7. Reports
  - a. Chair
  - b. Treasurer’s Report
  - c. Provisional Budget
  - d. KLF Director’s Report
  - e. LDAG Chair
8. Changes to Signing Authority – For Approval
9. KLF Reserve Fund Policy – For Approval
10. KLF Agreement Amendments – For Discussion
11. New business?

Amended Agenda adopted: Don Berriault – motion/Shawn Whitelegg – seconded. Carried.

**3. Approval of Minutes – April 30, 2016**

Corrections made to the April 30, 2016 minutes as follows:

1. Name correction from Heather McDonnell to Karen McDonnell under item 1. Additions to/Approval of the Agenda
2. In 5b the word ‘profession’ replaced with ‘a professional’ in the first sentence, and ‘appointed’ deleted from the second sentence.

Minutes with corrections adopted: Fred Stevens – motion/Heather Davidson – seconded. Carried.

**4. Business Arising from Minutes**

No business arising from April 30, 2016 minutes.

**5. Correspondence: Libraries Branch Letter (attached – page 6)**

KLF Director read the email correspondence received on October 7, 2016 from Mari Martin, Libraries Branch, stating that the KLF’s March 15, 2016 request for an increase of \$10,589 in funding for Penticton Public Library’s was denied for the 2016/2017 fiscal year. The KLF is encouraged to apply for the 2017/2018 fiscal year and is encouraged to align the grant request with the Libraries Branch strategic plan.

6. **Libraries Branch Discussion**

Discussion regarding the historical conversations and understanding between the Libraries Branch and KLF regarding Penticton Public Library joining the KLF. KLF of the understanding that there would be ongoing annual funding from the Libraries Branch recognizing the increase in costs related to Penticton Public Library's KLF membership.

**Resolved that:**

KLF Director to draft a letter to the Libraries Branch expressing the KLF Board's disappointment in the lack of increased annual funds. KLF Director to distribute draft letter to KLF member libraries for final approval.

Don Berriault – motion/Karen McDonnell – seconded. Carried.

**Action Item:** KLF Director will package historical documents regarding the KLF communication with Libraries Branch about Penticton's membership in the KLF and distribute to the KLF Board.

*\*1:28 PM MDT – Heather Buzzell and Shane Fox excused from KLF Board Meeting, as Heather required to be at work for 6:30 PM PDT.*

7. **Reports**

a) KLF Chair's Report (attached – page 7)

Martin Domeij, KLF Vice Chair, read Jackie Letkemen's KLF Chairs Report.

b) KLF Treasurer's Report

*i. Financial Statements (attached – page 8 – 10)*

**Resolved that:**

The September 30, 2016 KLF financial statements are approved as presented.

Don Berriault – motion/Shawn Whitelegg – seconded. Carried.

*ii. 2017 Draft Provisional Budget (attached – page 11 - 12)*

Don presented the draft 2017 Provisional Budget for discussion. The following changes for 2017 are:

- Consortium Purchasing (both revenue and expenses) – BC Library Cooperative (BCLC) will be invoicing KLF Libraries directly for Core Suite databases. KLF has historically been invoiced by the BCLC for these databases and then invoiced the KLF libraries. These changes will eliminate this duplication of invoicing as BCLC is looking to streamline accounting procedures.
- June Stockdale discussed changes to the Library Development expenditures – Shared Collections (Line 14), Shared Equipment (Line 15), and Projects (Line 19) were merged into Library Programming & Projects (Line 17) to support innovation and technology initiatives.

c) KLF Director’s Report - (attached – page 13 – 14).

d) Libraries Branch

Cindy Ralph was not able to attend the meeting due to inclement weather and cancelled flights. Glenda Newsted provided a verbal update based on the teleconference with Cindy Ralph at the LDAG meeting held on Friday October 14, 2016.

- Expressed a formal thank you for support and participation during the engagement of the strategic plan review
- Strategic plan is being reviewed internally – uncertain of release date at this time

e) LDAG Chair’s Report – Aaron Francis (Creston)

Aaron provided a verbal report of the Friday October 14, 2016 KLF Library Director’s Advisory Group (LDAG) meeting held at the Nelson Public Library.

- Computer coding workshop presented by Kim Froehler
- Discussion and agreement to focus KLF Library Development allocated funds towards innovation and technology.
- Support of the ‘Tech Tubs’ proposal as presented by Nelson Public Library
- Libraries Branch Update – Cindy Ralph provided a Libraries Branch update via teleconference. LDAG expressed disappointment in the draft strategic plan and expressed a desire to have a plan that provides real visionary leadership.

## 8. Changes to Signing Authority

### **Resolved that:**

Glenda Newsted be approved for Signing Authority for the Kootenay Library Federation and that Joanne Richards is removed from the Kootenay Library Federation’s signing authority.

Don Berriault – motion/Ellen Watters – seconded. Carried.

**9. KLF Reserve Fund Policy**

**Resolved that:**

Policy 3.0 – Reserve Fund is approved as presented to the KLF Board.

Don Berriault – motion/Katrina Vermette – seconded. Carried.

**10. KLF Agreement Amendments – For Discussion**

**Background:** Pam Gerrand, of Yule Anderson (Chartered Professional Accountants) in Castlegar, BC, reviewed the KLF Agreement at the request of Joanne Richards. The suggested amendments bring the KLF Agreement in line with the actual practice of the KLF.

The suggested amendments to the KLF Agreement are as follows:

- 5.1 – replacement of auditor with Accountant
- 8.5 – replacement of auditor with Accountant
- 8.7 – replacement of review with Compilation
- 8.7 – replacement of chartered accountant or certified general accountant with Professional Accountant
- 8.8 – replacement of auditor with Accountant
- 8.9 – Note: Pam advised Joanne that because of the KLF’s charitable status, any residual assets must be distributed to another registered charity. This could be a ‘Friends’ group, for libraries that have such things.
- Schedule C – addition of member library Penticton Public Library

As per the KLF Agreement, any amendments to the Agreement require 30 days notice of motion. The KLF Director recommends that member libraries review the KLF Agreement with amendments at an upcoming board meeting to ensure all member library boards are familiar with both the Agreement and amendments.

**Action Item:** KLF Representatives will present the KLF Agreement with amendments to their respective library boards for review and a KLF Board email vote will be held no later than December 15, 2016 to approve the amendments.

**11. New Business**

No new business arising.

**12. Adjournment – Meeting adjourned at 2:01 PM PDT.**

VIA EMAIL

October 7,  
2016

Ref #186428

Jackie Letkeman  
Chairperson, Kootenay Library Federation  
[Jackie.letkeman@gmail.com](mailto:Jackie.letkeman@gmail.com)<<mailto:Jackie.letkeman@gmail.com>>

Dear Jackie Letkeman:

I would like to start with an apology for this delayed reply as a follow up to our last correspondence from March 15, 2016. At that time, we advised you of our consideration of your request for an increase in annual funding of \$10,589 for the purposes of supporting the continued membership of Penticton Public Library in Kootenay Library Federation.

We are now in a position to be able to share that we are not able to make this annual funding increase for this 2016/17 fiscal year. Allocations for this year have been fully allotted.

As we are nearing the release of our renewed vision and strategic plan for public library service in British Columbia, we would ask that you please consider re-submitting your request in the next year. After reading the plan, we ask you to consider aligning your request with elements of the plan, more specifically to a strategy that best fits.

If you have any further questions about this, please contact your library consultant, Cindy Ralph ([Cindy.Ralph@gov.bc.ca](mailto:Cindy.Ralph@gov.bc.ca)<<mailto:Cindy.Ralph@gov.bc.ca>>).

Sincerely,

Mari Martin  
Director  
Libraries Branch

Cindy Ralph MLIS, BCom  
Library Consultant  
Libraries Branch|Partner Relations Division|Ministry of Education  
Toll Free (BC only): 1.800.663.7051 | Mobile: 778-679-2007

## **Subject: KLF Chair's report**

KLF Report from Chair - Oct. 15, 2016

Good day to you all! My sincerest regrets at missing today's KLF meeting and the opportunity to connect with you in person. I am in the last few weeks of 3 courses and need every bit of time to focus on that work.

The most significant item to report on is the successful appointment of Glenda Newsted as KLF Director. Since mid-June, Glenda has connected with all the libraries in the KLF. She has taken the opportunity to work with Joanne over the summer to make the most of transitioning into the position. We welcome you and the experience and enthusiasm you bring to this role.

I would also like to express gratitude to the members of the Selection Committee (Heather Maisel, Aaron Francis, Don Berriault, and Lori Rieberger), for the quality and quantity of time, effort, and care that they gave, along with support from Joanne Richards, in moving through 2 sets of job postings and interviews. I would also like to acknowledge the support of our LDAG and KLF Board members in entrusting this task to the selection committee.

As we move forward, please continue to emphasize and highlight the work that our Federation does in supporting our libraries and our communities.

**KOOTENAY LIBRARY FEDERATION  
BALANCE SHEET  
AS AT SEPTEMBER 30, 2016**

**ASSET**

<b>Current Assets</b>	
KSCU Chequing	\$52,393.10
KSCU Summit Savings	53,293.06
KSCU Term 10	65,000.00
<b>Total Cash</b>	170,686.16
 <b>Receivables</b>	
Accounts Receivable	1,021.01
GST Receivable	58.42
<b>Total Receivables</b>	1,079.43
 <b>TOTAL ASSETS</b>	 \$171,765.59

**LIABILITIES**

<b>Current Liabilities</b>	
Accounts Payable	\$148.78
Payroll Liability	1,884.44
Deferred Revenue - Operating Grant	27,928.00
Deferred Revenue - Designated Programs	4,470.00
<b>TOTAL LIABILITIES</b>	34,431.22

**EQUITY**

ILS Reserve	7,215.00
Equipment Replacement Reserve	3,500.00
Contingency Operations Reserve	33,104.94
KLF Conference Fund	8,801.29
Retained Earnings - Previous Year	34,606.00
Current Earnings	50,107.14
<b>TOTAL EQUITY</b>	137,334.37
 <b>LIABILITIES AND EQUITY</b>	 \$171,765.59



**KOOTENAY LIBRARY FEDERATION**  
**INCOME STATEMENT**  
**JANUARY 1 TO SEPTEMBER 30, 2016**

<b>REVENUE</b>	<b>YTD</b>	<b>BUDGET</b>	<b>% DIFF</b>
<b>Province of BC Grants</b>			
Provincial Operating Grant	\$111,714.00	\$111,714	100.00%
Other Provincial Grants	-	10,589	0.00%
<b>Total Grant Revenue</b>	<u>111,714.00</u>	<u>122,303</u>	<u>91.34%</u>
<b>Other Revenue</b>			
Interest	<u>\$1,034.39</u>	<u>1,200</u>	<u>86.20%</u>
<b>Total Other Revenue</b>	<u>1,034.39</u>	<u>1,200</u>	<u>86.20%</u>
<b>Library Contributions</b>			
Shared Collections	-	-	0.00%
Consortium Purchasing	41,090.12	40,450	101.58%
Author tours	4,336.69	7,042	61.58%
Projects	<u>2,367.33</u>	<u>-</u>	<u>0.00%</u>
<b>Total Library Contributions</b>	<u>47,794.14</u>	<u>47,492</u>	<u>100.64%</u>
<b>TOTAL REVENUE</b>	<u>160,542.53</u>	<u>170,995</u>	<u>93.89%</u>
<b>EXPENSE</b>			
<b>Library Development</b>			
Shared Collections Expense	1,500.00	1,500	100.00%
Consortium Purchasing Expense	52,293.36	52,090	100.39%
Author Tour Expense	8,612.76	14,085	61.16%
Professional Development	4,684.81	20,500	22.85%
Project Expense	-	2,000	0.00%
Common ILS	-	8,200	0.00%
Local Initiative Project Grants	<u>75.00</u>	<u>1,750</u>	<u>4.29%</u>
<b>Total Library Development Expense</b>	<u>67,165.93</u>	<u>100,125</u>	<u>67.08%</u>
<b>Operating Expenditures</b>			
Accounting and Legal	2,431.03	6,100	39.85%
Bank Charges	78.30	125	62.64%
Donations	-	150	0.00%
Office Supplies & Operations	3,079.79	4,900	62.85%
Marketing and Promotion	212.50	-	0.00%
Meeting Expense	8,754.03	13,000	67.34%
Contract Support Staff	4,528.76	8,000	56.61%
Wages	19,209.51	33,845	56.76%
Director Travel for KLF Business	2,601.38	4,000	65.03%
Other Travel for KLF Business	<u>2,374.16</u>	<u>750</u>	<u>316.55%</u>
<b>Total Operating Expenditures</b>	<u>43,269.46</u>	<u>70,870</u>	<u>61.05%</u>
<b>TOTAL EXPENSE</b>	<u>110,435.39</u>	<u>170,995</u>	<u>64.58%</u>
<b>SURPLUS</b>	<u>\$50,107.14</u>	<u>\$-</u>	

**KOOTENAY LIBRARY FEDERATION  
PROJECT REPORT  
JANUARY 1 TO SEPTEMBER 30, 2016**

**Deferred Revenue - Designated Programs**  
Youth Card

\$4,470.00

**Total Deferred Revenue - Designated Programs**

\$4,470.00

**DRAFT Provisional 2017 KLF Budget**

Line No	Budget	Approved Budget	Actuals
	2017	2016	2015
<b>REVENUE</b>			
<b>1</b>	<b>Province of British Columbia Grants</b>		
<b>2</b>	111,714	\$111,714	\$111,714
<b>3</b>	Other Provincial Grants	\$10,589	\$10,000
<b>4</b>	<b>Total Provincial Revenue</b>	<b>\$122,303</b>	<b>\$121,714</b>
<b>Other Income</b>			
<b>5</b>	Interest	\$1,200	\$1,521
<b>6</b>	Outside Agencies		\$8,689
<b>7</b>	Transfer from Reserves/Retained Earnings		\$9,043
<b>8</b>	<b>Total Other Revenue</b>	<b>1,200</b>	<b>19,252</b>
<b>Contribution from Libraries</b>			
<b>9</b>	Shared Collections	-	
<b>10</b>	Consortium Purchasing	\$40,450	\$37,646
<b>11</b>	Library Programs	\$7,543	\$6,101
<b>12</b>	Projects & Professional Dev		
	<b>Total Library Contributions</b>	<b>\$47,993</b>	<b>\$43,747</b>
<b>13</b>	<b>Total Revenues</b>	<b>\$171,496</b>	<b>\$184,713</b>
<b>EXPENDITURE</b>			
<b>Library Service Support</b>			
<b>14</b>	Shared Collections -	\$1,500	\$1,200
<b>15</b>	Shared Equipment	-	
<b>16</b>	Consortium Purchasing	\$52,090	\$48,630
<b>17</b>	Library Promotion & Programming	\$15,085	\$16,203
<b>18</b>	Professional Development	\$20,500	\$30,476
<b>19</b>	Projects	\$2,000	\$1,299
<b>20</b>	Common ILS & BC Connect Support	\$8,200	\$19,965
<b>21</b>	Local Initiatives grant	1,750	250
	<b>Total Library Development Expenditures</b>	<b>\$101,125</b>	<b>\$118,023</b>

	<b>Operating</b>			
22	Accounting - Fees & Gloria's services	6,350	\$6,100	\$2,476
23	Bank Charges	130	\$125	\$101
24	Board Expense	-		
25	Donations	150	\$150	
26	Office Supplies & Operations	5,067	\$4,900	\$4,633
27	Contract support staff	2,000	\$8,000	\$6,000
28	Wages & MERCS	35,595	\$33,845	\$28,272
29	Meeting Expenses	13,520	\$13,000	\$13,725
30	Exec. Director travel for KLF Business	2,200	\$4,000	\$914
31	Board & Librarian travel for KLF Business	800	\$750	\$81
32	<b>Total Operating Expenditures</b>	<u><b>\$65,812</b></u>	<u><b>\$70,870</b></u>	<u><b>\$56,201</b></u>
33	<b>Total Expenditures</b>	<u><b>\$142,243</b></u>	<u><b>\$171,995</b></u>	<u><b>\$174,224</b></u>
	<b>SURPLUS (DEFICIT)</b>	<u><b>- 0</b></u>	<u><b>- \$499</b></u>	<u><b>\$10,488</b></u>

**KLF Director's Report  
June - Oct 2016**

O = ongoing  
✓ = complete

<i>Activity</i>	<i>Staff Support</i>	<i>Start</i>	<i>Status</i>	<i>Notes</i>
<b>KLF Support Initiatives</b>				
Training plan development	GN	Aug	O	Strategic Alignment - Goal 1 - Collaboration in support of staff learning KLF has a foundational training plan. Reviewing the 2015 surveys to set priorities for 2016/2017.
Speaker Tours	LR/JR/ GN	Jul	O	Strategic Alignment - Goal 1 - Collaboration in support of library service Herbalist Pat Crocker toured to 9 libraries between July 12 - 16. Children's author Ellen Schwartz will tour 6 libraries Oct 31 - Nov 2, 2016.
Summer Reading Club Co-ordination Training	LR/LZ		✓	Strategic Alignment - Goal 1 - Collaboration in support of staff learning Two SRC training sessions were held this year. Castlegar (June 14) with 14 participants and Cranbrook (June 16) with 12 participants.
Trustees Orientation Program	GN	Aug	O	Strategic Alignment - Goal 1 - Collaboration in support of library service Upcoming TOP fall sessions include Oct 23 in Nakusp and Nov 19 in Cranbrook.
<b>Collaborative Initiatives Supporting Libraries Services</b>				
Transition from Kootenay Connect to BC Interlibrary Connect	GN	Jul	O	Strategic Alignment - Goal 2 - Leverage investment in shared IT infrastructure and apply web-based opportunities to improve library services As of August 1, 2016, all Kootenay Connect libraries (17) transitioned to BC Connect to provide patrons increased access to library resources from 43 libraries across the province.
Custom online training webinars for directors and staff	GN	Jun	O	Strategic Alignment - Goal 1 - Collaboration in support of staff learning The fall set of courses offered through Royal Roads University and in collaborations with the North East and North Central Federations will begin in October/November. Very low registration for KLF member library staff.
<b>KLF Administration</b>				
Tour and Meeting w/ Member Libraries	GN	Jul	O	Strategic Alignment - Goal 3 - Build capacity & resilience in the KLF The new Director has completed on site meetings with 17 of the 20 member libraries. Director met with Library Directors, and when possible with board trustees, to better understand member facilities, communities, successes, and challenges. Cranbrook, Fernie, and Midway on the list for future visits.

Connect with provincial, regional, and local library and community services, partners, and vendors	GN	Jun	O	Strategic Alignment - Goal 3 - Build capacity & resilience in the KLF Familiarizing and connecting with organizations including BC Libraries Branch, Library Federations, KLF vendors, BCLTA, BCLA, BC Libraries Co-op, CBT, CBAL, etc.
Planning for meetings	GN	Jul	O	Strategic Alignment - Goal 3 - Build capacity & resilience in the KLF The fall meetings have been planned for Nelson. Educational opportunities include SCRATCH/children's computer coding library programs and networking/governance with CBT's Non-Profit Advisors Program.
Office management	GN	Jun	O	responding to emails, phone calls, addressing questions from & about KLF libraries

## **BCLTA Chair Report – Donna MacDonald**

11:27 am MDT

Donna provided a verbal report to the KLF Board after the professional presentation by Theresa Negreiff.

- Trustee Learning & Development Project – Project is lead by Barbara Kelly, ED for the BCLTA. Report expected in December 2016.
- BCLTA attended UBCM. Interacted with many attendees, next year would like to organize a social media photo booth.
- Select Standing Committee – An annual opportunity for public input on the provincial budget. Will be adding this to the calendar to ensure that BCLTA and libraries are reminded of this opportunity to provide input on the provincial budget.
- Meeting with Minister of Education, Mike Bernier to discuss the following:
  - Expressed appreciation for stability in funding however concerned the funding is falling behind. Asked Minister Bernier to advocate for an annual inflationary increase to library funding.
  - Encouraged a broadband strategy across the province.
  - Asked Minister Bernier to facilitate conversations with other ministries that libraries interact with on a daily basis, including Ministry of Jobs, Tourism, and Skills Training, Ministry of Health.