

**Meeting Minutes**  
**KLF Library Director's Advisory Group**  
**May 5, 2017**

**Location:** Manual Training Centre, Cranbrook Public Library, Cranbrook, BC

**Time:** Friday May 5, 2017  
10:00 AM to 1:43 PM (Mountain)

**KLF Library Director Attendees:** Aaron Francis (Creston), Deanne (Cranbrook), Kathryn Foley (Trail), Beverley Rintoul (Rossland), Kim Partanen (Castlegar), Cari Lynn Gawletz (Grand Forks), Judy Foucher (Greenwood), Diane Andrews (Elkford), Nicole Pawlak (Invermere), Jim Bertoia (Sparwood)

**KLF Staff:** Glenda Newsted

**Regrets:** Heather Buzzell (Penticton), Karin von Wettgenstein (Kimberley), Jane Jones (Radium), Emma Dressler (Fernie), June Stockdale (Nelson), Chris Condon (Midway), Marie Oynett (Beaver Valley), Eva Kelemen (Kaslo), Susan Rogers (Nakusp), Urusla Brigl (Cranbrook), Taylor Caron (Salmo)

**Discussion: 10:00 AM – 11:10 AM MST**

*KLF Organizational Assessment Report by the Non-Profit Advisors Program* (Report included as a separate document in meeting package)

Glenda presented a short Powerpoint presentation of the KLF Organizational Assessment NPA Final Report recommendations.

A discussion on the report recommendations ensued including strengths and challenges of the current governance structure. There was group consensus on moving forward on the recommendation to review the governance structure.

*Friday May 5, 2017 – Meeting called to order at 11:15 am MST.*

**1. Additions to/Adoption of Agenda**

Additions to agenda: KLF 2017 Budget, Program Boxes, Accessibility, ILL vs Outlook

Amended. Agenda adopted: Cari Lynn Gawletz – motion/Judy Foucher–seconded. Carried.

**3. Approval of Minutes – April 29, 2016**

Question arose regarding the process for the Program Boxes. Suggestion made to add Program Boxes to the agenda as item # 17. All agreed.

April 29, 2016 minutes adopted: Jim Bertoia – motion/Bev Rintoul–seconded. Carried.

**4. Business Arising from Minutes**

Business arising from October 14, 2016 minutes:

Youth Card Funds – Glenda to confirm with Libraries Branch flexibility of funds.

Programming Boxes – Eva had drafted procedures based on the original procedures created by Lori Rieberger. Programming boxes added as an agenda item to this meeting for further discussion.

**5. Correspondence: N/A**

**6. KLF Library Director’s Report (included in meeting package)**

**7. Libraries Branch Report**

No report at this time.

Bev Rintoul provided a short recap of the Library Branch update that Mari Martin gave at the ABCPLD meeting at the end of April 2017. Funding for libraries will be distributed towards the end of May 2017.

**Break for lunch at 11:26 am MST. Meeting reconvened at 12:00 pm MST.**

**8. KLF Operational Update**

**a) Books for Babies**

Books, bags, and CD’s will arrive in separate shipments and will be distributed as items arrive.

**b) SRC Training and Entertainment**

Training dates are set for Tuesday June 13 in Cranbrook and Thursday June 15 in Castlegar. Both Lori Rieberger and Laura Zaytsoff will co-facilitate the training again this year.

Columbia Basin Environmental Education Network (CBEEN) staff will participate in the SRC training day given the SRC theme of Wild about Nature. CBEEN staff will provide a brief overview of their programs and focus on how to integrate nature/outdoor programming into SRC programming.

Leif the Magician will return as the SRC Entertainer and is scheduled to tour the KLF from July 17 to 21, 2017. Glenda will finalize tour schedule and email to participating libraries.

**c) RRU Training**

Five KLF member staff are registered in the spring online course, Facilitating Learning. The Library Branch provided funds for 2017 for the development of future courses. This funding and course development is being facilitated by NCLF/NELF.

**d) BC Interlibrary Connect Invoicing**

Glenda discussed the challenge to providing the KLF database support to member libraries with the change in BC Library Cooperative (BCLC) invoicing.

**Action Item:** Glenda to confirm database subscriptions with BCLC and communicate with member libraries on new KLF procedure for reimbursing KLF 20% database grant.

**e) Draft Policy & Procedures Manual**

Glenda is working to complete a draft policy & procedures manual for the KLF prior to her departure to assist new staff, the board, and KLF members.

**f) 2017 Budget**

Discussion and resolution to:

Transfer \$10,000 from Line 20 – Common ILS & BC Connect Support to Line 17 – Library Promotion & Programming. This amount will be tagged for STEAM initiatives.

Motion: Aaron Francis/Seconded: Cari Lynn Gawletz All in favour.

Amended budget will be presented to KLF Board on Saturday May 6, 2017 for approval.

**9. STEAM Initiative**

Review of STEAM Initiative recommendation that Glenda sent out in January 2017 as she received very little feedback. Discussion regarding how to best meet the very different needs of member libraries as staff capacity, number of staff, storage space, library budgets and so on create significant differences amongst KLF member libraries. Discussion regarding how to best meet the diverse needs of KLF member libraries - a pot of funds could be allocated for each member library.

***Resolved that:***

KLF Director will allocate funds specifically for STEAM. This fund will allocate funds for each member library based on a service area population formula plus a minimum to ensure equity. KLF member libraries can use this fund to purchase STEAM equipment from a KLF pre-approved equipment list. The KLF Director will approve new equipment to the list.

Motion: Kathryn Foley/Seconded: Bev Rintoul. All in favour.

**Action Item:** Glenda to draft formula and pre-approved STEAM equipment list.

**10. KLF Organizational Assessment Report Non Profit Advisors Program**

The following resolution was produced based on the NPA discussion prior to the start of the LDAG meeting.

***Resolved that:***

With support of the Non Profit Advisors Program and based on the recommendations in the KLF Organizational Assessment Report, the KLF will:

1. Define roles of the: Director (staff), Board, Director to Library Director's Advisory Group (LDAG)
2. Request support from the Non Profit Advisors Program to review governance structure of KLF.

Motion: Nicole Pawlak/Seconded: Diane Andrews. All in favour.

**11. Program Boxes**

Discussion regarding the procedures and use of the KLF program boxes. Not all libraries are interested in the program boxes while some libraries still actively use the boxes but do not have the space to store program boxes.

**Action Item:** Glenda to review with libraries the possibility retiring some program boxes and placing duplicates boxes in the East and West.

**12. Accessibility**

Cari shared information on MagnusCards, an app developed to support people with cognitive special needs. Cari is interested in purchasing and offering to do a bulk order with other libraries.

**13. ILC versus Outlook**

Nicole inquired about the procedure for ILC Book Club multi-copy requests as the library has received some negative feedback from non-KLF libraries on

this procedure. There was group consensus that Invermere Public Library is following the approved ILC Book Club procedure.

#### 14. Roundtable

Aaron Francis – Creston	Library is running a new 8-week trial Baby Goose program at the seniors care home.
Diane Andrews - Elkford	District of Elkford is refinishing the roof of the building housing the library. May be an opportunity for the library to have windows (currently windowless).
Jim Bertoia - Sparwood	Library has been successful in accessing School Works funds for a student throughout the school year.
Kim Partanen – Castlegar	Author Lee Reid was a very inspirational speaker, with 13 people in attendance. Calvin White is presenting next week.
Nicole Pawlak - Invermere	Friends of the Library applied for 150 Canada funds and the library will be participating in 150 events. Heritage event on May 27 <sup>th</sup> on the museum lawn. Canada Today event scheduled for the fall – will have one person from each province/territory at event.
Bev Rintoul - Rossland	City facilitated a public review of city services and library was highest rated in the community. Led to an increase in funding from the municipality (\$4,200) plus a 3 year funding commitment at this increased level.
Kathryn Foley - Trail	Steel is up on the new building. Move in date scheduled for December 21, however aiming for early January.
Judy Foucher - Greenwood	Returning SRC student. Board has had a big turnover including a new Chair. Working on staff succession planning.
Cari Lynn Gawletz – Grand Forks	Working with Friends of the Library to purchase new furniture for the teen area. Cari to send an email to KLF members regarding an individual who writes languages and movie languages and the possibility of a summer KLF tour.
Deanne Perrault - Cranbrook	Ursula will be starting a one year leave at the end of May. Deanne will be taking on her position. Library is working towards the installment of a café. Lots of active patrons who are wanting to initiate different programs ie// 8 year old asking to start a book club for friends.

**Adjournment – Meeting adjourned at 1:43 pm MST.**