



The purpose of the Kootenay Library Federation is to facilitate collaboration between member libraries, in order to foster and promote equitable and outstanding library services.

### **Board Meeting Minutes**

**Location:** Radium Public Library

**Time:** Saturday October 13, 2018  
10:00 AM to 3:30 PM

**KLF Board Attendees:** Anni Holtby (Nelson), Daneve McAffer (Invermere), Ellen Watters (Kaslo), Mary Kierans (Grand Forks), Laurie Riehl (Creston), Catherine Spence (Rossland), Mindy Smith (Beaver Valley), Janet Pierce (Salmo), Heather Davidson (Nakusp), Gail Wakulich (Cranbrook alternate), Pat Ross-Nelson (Elkford), Ron Verboom (Radium alternate), Karen Smithies (Elkford), Frank Longo (Fernie), Cathie Kearns (Kimberley), Shane Fox (Penticton), Connie Beranek (Sparwood), Shawn Whitelegg (Greenwood)

**Regrets:** Pamela Pfannmueller (Midway), Colleen Jones (Trail), Jerry Vandenbilche (Castlegar)

**KLF Staff:** Melanie Reaveley

**KLF Library Director Attendees:** Sandra Takenaka (Elkford), Ursula Brigl (Cranbrook), Cari Lynn Gawletz (Grand Forks), Jackie Barber (Nakusp), Tracey Therrien (Nelson), Eva Kelemen (Kaslo), Kathryn Foley (Trail), Beverley Rintoul (Rossland), Saara Itkonen (Creston), Taylor Caron (Salmo), Jacqueline Wagner (Radium)

**Guests:** Helen Kipp and Mary Bagan, Invermere Library Board members

1. Welcome and Introductions – Thank you to the Radium Library Board, staff members and volunteers for hosting us. Ron to offer a tour during our lunch break.

2. Motion to approve the Agenda was made by Mary Kierans and seconded by Connie Beranek. Carried.

3. Approval of June 9, 2018 minutes and business arising. There were no corrections and business arising. Minutes to stand as approved.

4. Correspondence – none.

#### 5. Reports

a) Chair's Report – was delivered electronically.

b) Governance Committee - was delivered electronically.

c) KLF Executive Director's Report - was delivered electronically.

d) LDAG Chair report - Cari Lynn Gawletz. Cari Lynn advised the new LDAG Vice Chair is Ursula Brigl of Cranbrook. The LDAG evaluated the proposed 2019 budget and have endorsed it. Library Directors participated in KLF wage survey and the report will be shared with the Board. LDAG have discussed the upcoming marijuana legalization in relation to policy and patron behavior; this topic will be revisited again in the Spring for follow up. Discussions lead to good ideas for upcoming professional development training. Cari Lynn mentioned there are a number of LDAG committees: Professional Development, Database Review, and Wage Survey. Discussions for use of the 2019 programming budget have been started and will continue.

e) Treasurer's Report – was delivered electronically. Jerry Vandenbilche has resigned as Treasurer.

6. KLF 2019 budget – Melanie spoke to the proposed 2019 budget. Shawn Whitelegg made the motion to accept the proposed 2019 budget and Ellen Watters seconded. Carried.

A motion to remove Jerry's Vandenbilche name as a signing authority at the KSCU was made by Shawn Whitelegg and seconded by Heather Davidson. Carried.

Anni called for an interim Treasurer, to take this role until the 2019 AGM in either March or April.

#### 7. Governance Review and Notice of Motions

a) KLF Agreement

**Motion:** That the revised **KLF Agreement** be accepted as presented and submitted to the Library Branch, Ministry of Education for approval.

Made by Mindy Smith, and seconded by Ellen Watters. Carried.

b) Governance Manual

**Motion:** That the draft **KLF Governance Manual** be accepted as presented and submitted to the Library Branch, Ministry of Education for information.

Made by Shawn Whitelegg and seconded by Heather Davidson. Carried.

c) Conflict of Interest Policy

**Motion:** That the draft KLF **Conflict of Interest Policy** be accepted as presented and submitted to the Library Branch, Ministry of Education for information.

Made by Connie Beranek and seconded by Catherine Spence. Carried.

d) Code of Conduct Policy

**Motion:** That the draft KLF **Code of Conduct and Confidentiality Statement** be accepted as presented and submitted to the Library Branch, Ministry of Education for information.

Made by Janet Pierce and seconded by Cathie Kearns. Carried.

Anni outlined the next steps: These four documents will be presented to Libraries Branch for formal approval/information by the Minister of Education. Based on earlier consultations with Libraries Branch and staff feedback, we anticipate approval by early 2019.

8. New Business

- a) AGM dates. If our Agreement is approved, we plan to hold our AGM in April and it will be an in-person meeting. Two dates were proposed: April 13<sup>th</sup> (LDAG on April 12<sup>th</sup>) or April 27<sup>th</sup> (LDAG on April 26<sup>th</sup>). The morning will include KLF business matters, and the afternoon will focus on completing our KLF strategic plan. There will be options to attend via Skype or Zoom. Rossland Library invited the KLF to meet in their newly renovated space.

If the Agreement is not approved, we will have our AGM via teleconference or Zoom on March 2<sup>nd</sup> or 9<sup>th</sup>. An in-person meeting would follow, using one of the proposed dates above.

b) Finance Committee motions

- a. Trustee Orientation Program

**Motion:** Based on a review by the Finance Committee, it is recommended the KLF Board approve the KLF policy 'Trustee Orientation Program' dated August 24, 2018 and rescind the previous policy 'KLF Policy Supporting TOP Training for Library Trustees.'

Made by Janet Pierce and seconded by Laurie Riehl. Carried.

- b. KLF mileage rate

**Motion:** Based on a review by the Finance Committee, it is recommended the KLF mileage rate match the BC Government rate.

Made by Mindy Smith and seconded by Shawn Whitelegg. Carried.

- c. KLF meal re-imbursement rate

**Motion:** Based on a review by the Finance Committee, it is recommended the KLF meal re-imbursement rate match the BC Government rate.  
Made by Shawn Whitelegg and seconded by Heather Davidson. Carried.

### **Break and Lunch – 11:45 AM -12:30 PM**

#### **9. KLF Strategic Planning (2019-2021)**

KLF Vice Chair Daneve McAffer spoke to the KLF's need for a new strategic plan. She described a strategic plan as a recipe for our success, which helps us to move forward towards our vision. At the LDAG meeting yesterday, Daneve and Anni sought Library Director's input through brainstorming different topics, working to capture a scan to inform us in this process.

Meeting attendees were asked who are the LLF's internal partners – people volunteered that the Board and LDAG were. Our external partner at this time is the provincial government.

Meeting attendees were asked to move into four groups. Each group was assigned an area of the KLF to discuss: strengths, challenges, opportunities, and road blocks. Attendees were reminded to stay focused on the KLF, not their individual library boards.

The following lists represent a summary of what each group listed in their discussion.

#### **Strengths**

- Refreshed governance model
- Member libraries - all parts of Kootenay are represented
- Collaboration opportunities
- Diversity
- Pilot programs opportunities
- Shared purchasing power and economy of scale
- Advocacy
- Lack of bureaucracy
- autonomy of individual libraries
- Collective wisdom and expertise
- Professional development opportunities
- Discussion opportunities at meetings and via listservs
- Good committees to share the workload
- understanding of Kootenay issues and lifestyle – we understand each other
- Broadening Trustees' knowledge and understanding
- provincial funding and support

## **Challenges**

- Physical distance/geographic barriers
- Funding - uncertainty of external funding
- Evolving to meet societal needs
  - o Addressing public perception of relevance of libraries
- Role of advocacy – not all of us do this well, it is a skill. A group needs to know how to sell their ideas
- Maintaining the Board and diversity – demographics/economic levels/cultural representation
- Time management – KLF is made of volunteers. Board members already volunteer at their local board, in addition to the KLF Board. Assigning enough time for the worthwhile work
- Diversity and continuity of KLF Board
- Advocacy
- Communication and technology access – fibre optics, online communication pitfalls
- External stakeholders not involved in operations

## **Opportunities** - things to build on

- Funding models – stable and growing. We want this, we don't have it
- Advocacy for libraries at different levels. Provincial, regional and local. For ex. wage survey
- Knowledge base best practices. Resource sharing, wage sharing
- Economies of scale – purchasing power
- Working with other Federations - collaboration
- Build on new governance model
  - o Communication: technology (zoom)
  - o Maintain momentum
- Building on the success of other libraries, for ex. new facilities and STEAM
- Mentor programs for both Board members and Library Directors
- KLF ED and Chair visiting, promoting or advocating, communicating value, functions of KLF to engage board members not on KLF boards. Networking.
- Branding – “proud member of KLF” but four of the member libraries are outside of the Kootenays. Does our brand need an update?
- Other Federations – what they are doing and working with them

## **Road Blocks**

- Funding cuts – reduce or eliminate cuts, receive more funds from elsewhere
- Too much government control would be a roadblock
- Political/public indifference – keep a high profile. We also don't have their involvement, and we don't want it.
- Changing departments – it works best if Libraries Branch stays in one department, Ministry of Education

- Unresolved conflict – we don't have it, and we don't want it. Conflict is good for discussion, but always want a result in the end
- Regional library systems
- Too many acronyms!

From the brainstorming points in each of strengths, challenges, opportunities, and road blocks, meeting attendees examined key themes that presented themselves. This was done by underlining commonly repeated words from the four lists.

**Key themes:**

1. Funding – funding models – funding cuts – funding support
2. Advocacy – meeting societal needs – battling indifference – shared purchasing power – understanding of shared issues and lifestyles
3. Communication – unresolved conflict, build on communication technology, collective wisdom, discussion opportunities
4. Collaboration – knowledge base/best practices, networking. Collaboration opportunities, mentoring, unresolved conflict (is a lack of collaboration)

There was a group discussion to confirm that collaboration and communication are different from one another.

What are the key areas we need to pay attention to, for us to move forward with the strat plan? What do we need to pay attention to? There was a group discussion about diversity – is this a subset of each of our key areas, as a key to sustainability? Yes.

1. Funding (diversity)
2. Communication (diversity)
3. Advocacy (diversity)
4. Collaboration (diversity)

Daneve lead the meeting attendees in creating key objective statements for each of these key areas. These are sentences that begin with “We will ....”

1. We will look for opportunities to increase funding for the KLF.
2. We will develop an advocacy plan.
3. We will develop a communication plan (internal and external)
4. We will enhance opportunities for collaboration.

**Next Steps**

These statements need to be expanded with goals attached to them. This work can be done by an ad-hoc Strategic Planning Committee. We want our goals to be SMART – strategic, measurable, attainable, relevant, and timely.

1. We will look for opportunities to increase funding for the KLF.
  - a. goals

2. We will develop an advocacy plan.
  - a. goals
3. We will develop a communication plan (internal and external).
  - a. goals
4. We will enhance opportunities for collaboration.
  - a. goals

**Volunteers for the Strategic Planning Committee:**

- Mindy Smith– Board, Beaver Valley
- Shane Fox – Board, Penticton
- Daneve McAffer – Board, Invermere
- Anni Holtby – Board, Nelson
- Cari Lynn – LDAG, Grand Forks
- Heather Buzzell – LDAG, Penticton
- Sandra Takenaka – LDAG, Elkford
- Melanie Reaveley – KLF ED (ex-officio)

At our next in-person meeting, KLF visioning work will also be done as part of our strategic planning work to renew our vision, mission and values.

**Wrapping up of meeting**

Anni mentioned that at our AGM, there will Executive Committee elections as part of our new governance structure. She asked that members please consider being on the new executive, mindful of the geographic regions and the different sized libraries.

Motion to adjourn this portion of this meeting. Made by Mindy Smith and seconded by Shane Fox. Carried.

9. Adjourn for in-camera meeting.