

# MINUTES

## CRANBROOK PUBLIC LIBRARY BOARD REGULAR MEETING

Minutes of the Library Board Meeting held on Thursday, 8 April 2015 at 7:30 pm in the Manual Training School located beside the Cranbrook Public Library at 1212 2<sup>nd</sup> Street North, Cranbrook, BC.

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### PRESENT

#### BOARD MEMBERS

Norma Blissett  
Katherine Hough  
Denine Milner  
Jim Shepherd  
Tasy Strouzas  
June Vandenberg, RDEK Area C Representative

#### STAFF

Ursula Brigl, Chief Librarian  
Cindy Friesen, Library Assistant 2

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### REGRETS

#### BOARD MEMBERS

Fred Stevens, RDEK Area C Representative

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### CALL TO ORDER

Denine Milner called the regular Library Board meeting to order at 7:00 pm.

### ADOPTION OF AGENDA

(1) Moved by June Vandenberg and seconded,

**23-15 THAT the agenda be adopted as presented.**

Motion **23-15** carried unanimously.

### DELEGATIONS

(2) Harley Lee and Vintee Kavshal, BDO Dunwoody presented the Library Board with the 2014 Audited Financial Statements.

### CLOSED MEETING

(3) There was no closed meeting.

### CONSENT AGENDA

(4) Moved by Jim Shepherd and seconded,

**24-15 THAT the following items contained in the consent agenda be approved and adopted:**

- ◆ Minutes of the 12 March 2015 regular meeting
- ◆ Report – Chief Librarian
- ◆ Statistics – March 2015
- ◆ Media Clippings

Motion **24-15** carried unanimously.

### REPORTS FOR DISCUSSION

(5)

BCLTA

5.1

No report.

FRIENDS OF THE LIBRARY LIAISON	5.2	June Vandenberg reported that the sales for the March 27 <sup>th</sup> & 28 <sup>th</sup> mini book sale totaled \$2735.70. The garage sale is scheduled and being advertised for May 9 <sup>th</sup> from 9 am to 1 pm. With set up occurring on May 8 <sup>th</sup> . A discussion about revamping the magazine sale took place and it was noted that the audio visual material sold better than the magazines. June mentioned that there is \$7519.79 in the account and a wish list has been requested from the Library staff to allocate these funds. Shellie Hollister has created a Facebook page for the Friends and is interested in promoting the Friends and their activities.
KLF	5.3	Ursula Brigl reported that the KLF held its inaugural meeting in March. The next KLF meeting is scheduled for May 9 <sup>th</sup> in Kimberley.
COMMUNITY RELATIONS & RESOURCE DEVELOPMENT COMMITTEE	5.4	Jim Shepherd reported that the endowment fund has \$3826 and that Shellie Hollister is working on the gala for the Fall. Jim mentioned that he would like to see more free & paid advertising. Jim mentioned that he would like the car donation ad to say that the Library will give out a tax receipts. Jim mentioned that the next security gig is Monster Trucks in June.
PLANNING AND POLICY DEVELOPMENT COMMITTEE	5.5	No report.
FIRST QUARTER FINANCIAL STATEMENTS	5.6	First Quarter Financial Statements were not presented due to time constraints. Ursula Brigl will send them to board members once they are finalized.
PROVINCIAL GRANT REPORT FOR 2014	5.7	Ursula Brigl presented the Draft Provincial Grant Report for 2014. Ursula mentioned that the report will be finalized by the end of the week. A discussion followed.
	25-15	Moved by Norma Blissett and seconded, <b>TO approve the Provincial Grant Report 2014 in principle.</b> Motion <b>25-15</b> carried unanimously.
<b><u>BUSINESS ARISING</u></b>	(6)	
BCLTA CONFERENCE	6.1	Denine Milner reported that she is unable to attend the BCLTA Conference in May. Katherine Hough mentioned that she would be able to attend.
	26-15	Moved by Jim Shepherd and seconded, <b>To send a trustee from the Library Board to the BCLA Conference May 22, 2015 and to the BCLTA Conference May 23, 2015 in Richmond, BC.</b> Motion <b>26-15</b> carried unanimously.
<b><u>NEW BUSINESS</u></b>	(7)	
2014 FINANCIAL AUDIT REPORT	7.1	Moved by Norma Blissett and seconded,

ADULT SUMMER READING CLUB PROPOSAL	27-15	<b>TO adopt the December 31, 2014 Financial Statements as presented.</b> Motion <b>27-15</b> carried unanimously.
	7.2	The Library Board discussed the proposal to offer a summer reading club program for adults and to develop a fall series of adult programming and to use a portion of the Library Literacy Grant to fund the wages and programming costs associated with these programs.  Moved by Katherine Hough and seconded,
	28-15	<b>To fund the Community Outreach Coordinator position from the Library Literacy Grant to plan and deliver the Summer Reading Club for adults and develop a fall series of programs and further, to allocate funds from the same grant to cover program supply and promotion costs.</b>  Motion <b>28-15</b> carried unanimously.
TECHNOLOGY TRAINER PROPOSAL	7.3	The Library Board discussed the proposal to hire a student to provide public technology training from April to August 2015 using funds from the Library Literacy Grant.  Moved by Katherine Hough and seconded,
	29-15	<b>To hire a student to provide technology training and to use a portion of the funds from the Library Literacy Grant.</b> Motion <b>29-15</b> carried unanimously.
<u><b>BOARD PROFESSIONAL DEVELOPMENT</b></u>  <u><b>NEW IDEAS</b></u>	(8)	There was no Board Professional Development.
	(9)	Ursula Brigl mentioned that the KLF is holding two Trustee Orientation workshops in May; one in Trail and the other in Cranbrook on May 30 <sup>th</sup> in the Manual Training School. A discussion followed. Jim Shepherd, Denine Milner, June Vandenberg, and Katherine Hough will be attending.  Denine Milner asked if there were new board members. Norma Blissett said that there were 2 new board members.
<u><b>ADJOURNMENT</b></u>	(10)	The regular meeting adjourned at 8:45 pm.

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Denine Milner, Chair  
*I hereby certify these minutes are correct.*