

MINUTES

CRANBROOK PUBLIC LIBRARY BOARD REGULAR MEETING

Minutes of the Library Board Meeting held on Wednesday, 13 January 2016 at 7:00 pm in the Manual Training School located beside the Cranbrook Public Library at 1212 2nd Street North, Cranbrook, BC.

PRESENT

BOARD MEMBERS

Denine Milner, Chair
Norma Blissett, City Council Representative
Dave Butler
Dave Clark
Mike Redfern
Jim Shepherd
Fred Stevens, RDEK Area C Representative
June Vandenberg, RDEK Area C Representative
Sandy Zeznik

STAFF

Ursula Brigl, Chief Librarian
Cindy Friesen, Library Assistant 2

REGRETS

CALL TO ORDER

Ursula Brigl welcomed everyone and called the regular Library Board meeting to order at 7:00 pm.

ELECTION OF CHAIR AND VICE- CHAIR

Fred Stevens nominated Denine Milner for the position of Library Board Chair.

Denine Milner nominated Dave Clark for the position of Library Board Chair.

A discussion followed. Dave Clark rescinded his name and said he would let his name stand for the Vice-Chair position.

Denine Milner was elected Library Board Chair by acclamation.

Jim Shepherd nominated Dave Clark for the position of Vice-Chair.

Dave Clark was elected Library Board Vice-Chair by acclamation.

CLOSED MEETING

(1) There was no closed meeting.

ADOPTION OF AGENDA

(2) Moved by Sandy Zeznik and seconded by June Vandenberg,

1-16 **THAT the agenda be adopted as presented.**

Motion 1-16 carried unanimously.

DELEGATIONS

(3) There were no delegations making a presentation at this month's meeting.

CONSENT AGENDA

(4) Moved by Dave Clark and seconded by Dave Butler,

	2-16	THAT the following items contained in the consent agenda be approved and adopted:
		<ul style="list-style-type: none"> ◆ Minutes of the 12 November 2015 regular meeting ◆ Report – Board Chair ◆ Report – Chief Librarian ◆ Statistics – November 2015 and December 2015 ◆ Media Clippings
		Motion 2-16 carried unanimously.
<u>ACTION ITEMS</u>	(5)	
FOOD FOR FINES	5.1	A majority of Library Board trustees confirmed their support for the following motion by email 27 November 2015, to be formally ratified at the January 2016 regular meeting: Moved by Jim Shepherd and seconded by Fred Stevens,
	3-16	TO ratify that the Cranbrook Public Library hold the Food for Fines drive in December 2015. Motion 3-16 carried unanimously.
SIGNING AUTHORITY	5.2	Discussed was that the Board moves to designate the newly appointed chair and vice-chair, plus the chief librarian and deputy librarian to have signing authority for 2016.
	4-16	THAT Denine Milner and David Clark of the Cranbrook Public Library Board, and Ursula Brigl and Deanne Perreault of the Library staff, have signing authority for the Library in 2016. Motion 4-16 carried unanimously.
BOARD MEETING DATES AND TIMES	5.3	The Library Board discussed the options presented. Moved by Dave Butler and seconded by Jim Shepherd,
	5-16	THAT the Cranbrook Public Library Board regular meetings take place from 7 pm to 9 pm the third week Wednesday of every month except for July, August, and December. Motion 5-16 carried unanimously.
<u>DISCUSSION ITEMS</u>	(6)	
ENDOWMENT FUND DRAFT POLICY	6.1	The Library Board discussed the draft Endowment Policy. Denine Milner will make changes as discussed and bring it back to the February meeting. Ursula Brigl mentioned that in 2015 the Library did an online auction to raise money for the Endowment Fund, which proved quite successful. She asked the Library Board if they would like staff to conduct another online action and where they would like the proceeds to go: to the Endowment Fund or into general revenue. A discussion followed. Moved by Jim Shepherd and seconded by Fred Stevens,
	6-16	THAT the Library conducts another online auction with the proceeds going towards the Cranbrook Public Library Endowment Fund. Motion 6-16 carried unanimously.

BCLTA LIAISON	6.2	Denine Milner mentioned that she received an email from BCLTA which she will forward to the Library Board.
FRIENDS OF THE LIBRARY	6.3	June Vandenberg mentioned that the annual book sale will continue to happen. The Sunrise Rotary Club will organize the sale itself and the Friends will gather, sort and help at the sale. The proceeds will continue to be split 50/50. The Friends are having an AV/Magazine sale on 12 February from 5 pm to 7 pm for members only and 13 February from 9 am to 4 pm for the general public. Ursula Brigl reported that the Friends donated over \$36,000 to the Library in 2015.
KLF LIAISON	6.4	Fred Stevens reported that there is a teleconference set for March 30 th and the next KLF meeting is in Creston on April 29 th .
HANDICAPPED PARKING	6.5	<p>Jim Shepherd mentioned that he would like to see a sign on Kootenay Street indicating there is handicapped parking spots for the Library patrons. Ursula Brigl mentioned that she has contacted the City regarding this but has not heard back from them. Norma Blissett stated that she would bring this matter to the City Council at their next meeting.</p> <p>Jim Shepherd also asked if the Library would apply to a handicapped organization to see if we could get a wheelchair donated to the Library. Ursula Brigl will look into this and report back to the board at the February meeting.</p>
NOTIFICATION FOR COMMITTEE AND LIAISON POSITIONS	6.6	Denine Milner mentioned that appointments to committee and liaison positions will take place during the February regular Board meeting. Trustees should review the positions and select at least 2 they would be interested in.
2015 CHIEF LIBRARIAN GOALS	6.7	Ursula Brigl presented her 2015 Chief Librarian Goals Report. A discussion followed.
2016 CHIEF LIBRARIAN GOALS	6.8	Ursula Brigl presented her 2016 Chief Librarian Goals. A discussion followed.
<u>ADJOURNMENT</u>	(10)	Moved by Norma Blissett and seconded by Dave Clark,
	7-16	THAT the regular Board meeting of 13 January 2016 be adjourned at 8:29 pm. Motion 7-16 carried unanimously.

Denine Milner, Chair

I hereby certify these minutes are correct.