

MINUTES

CRANBROOK PUBLIC LIBRARY BOARD REGULAR MEETING

Minutes of the Library Board Meeting held on Wednesday, 9 September 2015 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
Katherine Hough
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

BOARD MEMBERS

James Shepherd
Tasy Strouzas

CALL TO ORDER

Denine Milner called the regular Library Board meeting to order at 7:04 pm.

ADOPTION OF AGENDA

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

37-15 THAT the agenda be adopted as presented.

Motion **37-15** carried unanimously.

DELEGATIONS

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

CLOSED MEETING

(3) Moved by Fred Stevens and seconded by Norma Blissett,

38-15 THAT the regular meeting of Wednesday, September 9, 2015 commencing at 7:05 pm be closed to consider information received and held in confidence relating to negotiations between the Library and a third party.

Motion **38-15** carried unanimously.

Denine Milner reconvened the regular meeting at 7:25 pm.

CONSENT AGENDA

(4) Moved by Norma Blissett and seconded by June Vandenberg,

39-15 THAT the following items contained in the consent agenda be approved and adopted:

- ◆ Minutes of the 19 June 2015 regular Library Board meeting
- ◆ Report – Chief Librarian
- ◆ Summer Reading Club 2015 Final Report
- ◆ Statistics – June, July, August 2015
- ◆ Correspondence – Sent to Friends of the Library
- ◆ Correspondence – Sam Steele Society
- ◆ Media Clippings – see media relations binder

Motion **39-15** carried unanimously.

REPORTS FOR DISCUSSION (5)

ENDOWMENT FUND RAISING ACTIVITIES UPDATE 5.1

Ursula Brigl presented the Library Board with the Endowment Fundraising events and proceeds to date. Ursula mentioned that Shellie Hollister is still in need of volunteers for the upcoming Paul Brandt/Dean Brody concert. There was a discussion.

BOARD CHAIR 5.2

Denine Milner presented the Library Board with a report of the work as Chair she has done for the period June – August 2015. Denine mentioned that since the June meeting, Riki Unrau has resigned from the Board and she plans to meet with Riki to get feedback about her time as a trustee.

BOARD MEETING AGENDA BUILDING PROCESS 5.3

Denine Milner presented the Library Board with an opportunity to help with building the meeting agenda each month. She mentioned that she will put out a call for agenda items two weeks before the scheduled board meeting. She mentioned that this in no way obligates fellow trustees to bring forward agenda items, but ensures that the option is consistently offered.

2ND QUARTER FINANCIAL STATEMENTS 5.4

Ursula Brigl reviewed the 2nd Quarter Financial Statements. There was a discussion.
The Board received the 2nd Quarter Financial Statements.

BUSINESS ARISING (6)

BOARD CHAIR WORK PLAN 6.1

Denine Milner presented the Library Board with her 2015-2016 Board Chair work plan. There was a discussion.

NEW BUSINESS (7)

REVISED BOARD MEETING AGENDA FORMAT 7.1

The Library Board was presented with the option of keeping the existing meeting agenda template or to adopt the new agenda template with the option of revisiting its effectiveness in the Spring of 2016. There was a discussion.

Moved by Norma Blissett and seconded by Fred Stevens,

40-15 To the Cranbrook Public Library Board adopt the new agenda template and revisit its effectiveness in the Spring of 2016

Motion **40-15** carried unanimously.

The new format will be used for the October meeting.

BUDGET PROCESS & TIMELINE 7.2

The Library Board was presented with three budget process options. The Library Board discussed and decided to go with option 1. The Library Board will meet Tuesday, September 22nd at 5 pm in the Manual Training School.

Moved by Sandy Zeznik and seconded the Fred Stevens,

41-15 THAT the Board hold a special meeting on Tuesday, 22 September at 5 pm in the Manual Training School to discuss the 2016 draft operating budget and additional funding request items to submit to City Council for inclusion in their budget deliberations.

Motion **41-15** carried unanimously.

CHANGE
MANAGEMENT BOARD
WORKSHOP

7.3

The Library Board was presented with two workshop options to update trustees of the work that the Change Management team and staff have done over the summer. There was a discussion. The Library Board decided not to hold a change management workshop and instead do the work internally as per option 2.

LIBRARY CLOSURE
FOR STAFF
DEVELOPMENT
WORKSHOP

7.4

Ursula Brigl mentioned that the KLF is offering a free half-day workshop 22 October from 9 am to 1 pm. for staff to learn how to use and troubleshoot ebook devices, and also to share ideas and experiences. The Library Board was presented with two options. There was a discussion. The Library Board decided on Option 1.

Moved by Norma Blissett and seconded by Sandy Zeznik,

42-15

THAT the Library be closed from 9 am to 1 pm on 22 October for a staff development workshop.

Motion 42-15 carried unanimously.

**BOARD
PROFESSIONAL
DEVELOPMENT**

(8)

TOPIC

Dropbox Orientation

Denine Milner presented the Library Board with the opportunity to use Dropbox which is a free and secure file storage based in the 'cloud'. This will give new and current board members instant access to past and current documents including the board meeting package. There was a discussion. A brief tour of Dropbox will be given and then Ursula Brigl or Denine Milner will send invitations to Dropbox for those who wish to have access.

NEW IDEAS

(9)

No new ideas.

ADJOURNMENT

(10)

Moved by Norma Blissett and seconded by June Vandenberg,

43-15

THAT the regular meeting be adjourned at 8:45 pm.

Motion 43-15 carried unanimously.

Denine Milner, Chair

I hereby certify these minutes are correct.