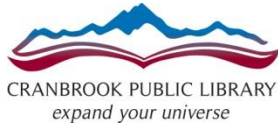


# MINUTES



## CRANBROOK PUBLIC LIBRARY BOARD REGULAR MEETING

Minutes of the Library Board Meeting held on Wednesday, 18 January 2017 at 7:00 pm in the Manual Training School located beside the Cranbrook Public Library, 1212 2<sup>nd</sup> Street North, Cranbrook, BC.

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<u>PRESENT</u>	David Clark, Chair Christine McCubbin Michael Redfern James Shepherd June Vandenberg, RDEK Area C Representative Sandy Zeznik
<u>ABSENT</u>	Norma Blissett, City Council Representative David Butler Fred Stevens, RDEK Area C Representative
<u>IN ATTENDANCE</u>	<u>STAFF</u> Ursula Brigl, Chief Librarian Cindy Friesen, Library Assistant 2
<u>CALL TO ORDER</u>	Ursula Brigl called the regular Library Board meeting to order at 7:06 pm.
<u>ELECTION OF CHAIR AND VICE CHAIR</u>	David Clark was elected Library Board Chair by acclamation. David Butler was elected Library Board Vice-Chair by acclamation.
	(1) <u>CLOSED MEETING</u> Moved by J. Vandenberg and seconded
<u>CLOSED MEETING</u>	1-17 <b>THAT the meeting be closed to the public because the subject matter being considered related to labour relations or other employee relations.</b> Carried unanimously.
<u>RECONVENE</u>	<b>Chair D. Clark</b> reconvened the regular meeting at 8:20 pm.
	(2) <u>ADOPTION OF AGENDA</u> Moved by S. Zeznick and seconded
<u>REGULAR MEETING, 18 JANUARY 2017</u>	2-17 <b>THAT the agenda of the Regular Board Meeting of Wednesday, 18 January 2017 be adopted.</b> Carried unanimously.
	(3) <u>DELEGATION</u> No delegations appeared at this month's meeting.
	(4) <u>CONSENT AGENDA</u> Moved by M. Redfern and seconded
<u>CONSENT AGENDA</u>	3-17 <b>THAT the following items contained in the consent agenda be approved and adopted:</b>

		<ul style="list-style-type: none"> <li>◆ Minutes of the Regular Library Board Meeting of Wednesday, 16 November 2016</li> <li>◆ Statistics – November and December 2016</li> <li>◆ Media Clippings</li> <li>◆ Report – Chief Librarian</li> </ul>
		Carried unanimously.
	(5)	<b><u>ACTION ITEMS</u></b>
<u>SIGNING AUTHORITY</u>	5.1	Discussed was that the Library Board move to designate the newly appointed chair and vice-chair, plus the chief librarian and deputy librarian to have signing authority for 2017. Moved by J. Shepherd and seconded
	4-17	<b>THAT Dave Clark, Chair and Dave Butler, Vice-Chair of the Cranbrook Public Library Board, and Ursula Brigl and Deanne Perreault of the Library staff have signing authority for the Library in 2017.</b> Carried unanimously.
<u>BOARD MEETING DATES AND TIMES</u>	5.2	The Library Board discussed and decided to keep the current board meeting schedule from 7-9 pm on the third Wednesday each month except July, August and December.
<u>APPOINTMENT OF AUDITORS</u>	5.3	The Library Board discussed to appoint BDO Canada LLB as its auditor for the year ending 31 December 2016. Moved by J. Vandenberg and seconded
	5-17	<b>THAT BDO Canada LLB be appointed as auditors for the fiscal year ending 31 December 2016.</b> Carried unanimously.
	(6)	<b><u>DISCUSSION ITEMS</u></b>
<u>BCLTA LIAISON</u>	6.1	No report.
<u>FRIENDS OF THE LIBRARY LIAISON</u>	6.2	J. Vandenberg reported that the Friends enjoyed the Christmas social and thanked the Library Board. She wished the Friends a Happy New Year and said that the Library Board was pleased to see such a good attendance at the social. <ul style="list-style-type: none"> <li>• The bookshelf earned a steady, healthy profit over the past years making \$4,825.15 in 2016 with \$390 in November and \$401 in December.</li> <li>• The A/V, magazine and selected book sale happens on February 10<sup>th</sup> and 11<sup>th</sup> in the MTS.</li> <li>• The mini book sale is March 31<sup>st</sup> and April 1<sup>st</sup> while the Garage Sale is April 28<sup>th</sup> and 29<sup>th</sup>. Donations are appreciated.</li> <li>• The Travelogues, with Lynda Cook and a committee promoting and organizing these shows, will start in February.</li> <li>• The Summer Shopping Fest will occur in early July with Shellie Hollister and a committee working to advertise and organize this event.</li> </ul>
<u>KLF LIAISON</u>	6.3	No report.

FINAL 2016  
FINANCIAL REPORT  
(UNAUDITED)

6.4

The Library Board reviewed the final 2016 Financial Report (unaudited). A discussion followed.

Moved by S. Zeznik and seconded

6-17

**To accept the Final 2016 Financial Report (unaudited) as presented.**

Carried unanimously.

NOTIFICATION  
FOR COMMITTEE  
AND LIAISON  
POSITIONS

6.5

Appointments to committee and liaison positions will take place during the February regular Board meeting.

2016 CHIEF  
LIBRARIAN GOALS

6.6

Ursula Brigl presented her 2016 Chief Librarian's Goals Report. A discussion followed.

2017 CHIEF  
LIBRARIAN'S  
GOALS

6.7

Ursula Brigl presented her 2017 Chief Librarian's Goals. A discussion followed.

POLICY MANUAL

6.8

The Library Board will review the draft Policy Manual and make a motion to approve the manual at the February meeting.

(7)

**ADJOURNMENT**

Moved by M. Redfern and seconded

7-17

**THAT the Regular Board Meeting of 18 January 2017 be adjourned at 9:05 pm.**

Carried unanimously.

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David Clark, Chair

*I hereby certify these minutes are correct.*