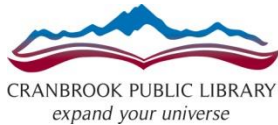


## MINUTES



### CRANBROOK PUBLIC LIBRARY BOARD REGULAR MEETING

Minutes of the Library Board Meeting held on Wednesday, 17 January 2018 at 7:00 pm in the Manual Training School located beside the Cranbrook Public Library, 1212 2<sup>nd</sup> Street North, Cranbrook, BC.

<u>PRESENT</u>	David Clark, Chair Christine McCubbin Helder Ponte Michael Redfern June Vandenberg, RDEK Area C Representative Gail Wakulich Sandy Zeznik
<u>ABSENT</u>	Norma Blissett, City Council Representative
<u>IN ATTENDANCE</u>	<u>STAFF</u> Deanne Perreault, Chief Librarian Cindy Friesen, Library Assistant 2
<u>CALL TO ORDER</u>	Deanne Perreault called the regular Library Board meeting to order at 7:02 pm.
<u>ELECTION OF CHAIR AND VICE-CHAIR</u>	David Clark was elected Library Board Chair by acclamation. Mike Redfern was elected Library Board Vice-Chair by acclamation.
	(1) <u>CLOSED MEETING</u> No closed meeting.
	(2) <u>ADOPTION OF AGENDA</u> Moved by J. Vandenberg and seconded
<u>REGULAR MEETING, 15 NOVEMBER 2017</u>	1-18 <b>THAT the agenda of the Regular Board Meeting of Wednesday, 15 November 2017 be adopted.</b> Carried unanimously.
	(3) <u>DELEGATION</u> No delegations appeared at this month's meeting.
	(4) <u>CONSENT AGENDA</u> Mike Redfern asked that the Chief Librarian's Report be moved to 6.8 to discuss the Literacy Day on January 24 <sup>th</sup> . Moved by M. Redfern and seconded
<u>CONSENT AGENDA</u>	2-18 <b>THAT the following items contained in the consent agenda be approved and adopted as amended:</b> <ul style="list-style-type: none"> <li>◆ Minutes of the Regular Library Board Meeting of Wednesday, 15 November 2017</li> </ul>

- ◆ Statistics – November 2017 December 2017
  - ◆ Media Clippings
- Carried unanimously.

(5) **ACTION ITEMS**

SIGNING  
AUTHORITY

- 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 the Library in 2018.  
Deanne Perreault suggested to keep Ursula Brigl, Deanne Perreault and Mike Selby as signing authority for staff.  
Moved by S. Zeznick and seconded

- 3-18 **THAT Dave Clark, Chair and Mike Redfern Vice-Chair of the Cranbrook Public Library Board, and Ursula Brigl, Deanne Perreault and Mike Selby of the Library staff have signing authority for the Library in 2018.**  
Carried unanimously.

BOARD MEETING  
DATES AND TIMES

- 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.  
No motion required as the Library Board has decided to keep the current library board meeting schedule.

APPOINTMENT OF  
AUDITORS

- 5.3 The Library Board discussed to appoint BDO Canada LLB as its auditor for the year ending 31 December 2017.  
Moved by S. Zeznick and seconded
- 4-18 **THAT BDO Canada LLB be appointed as auditors for the fiscal year ending 31 December 2017.**  
Carried unanimously.

(6) **DISCUSSION ITEMS**

BCLTA LIAISON

- 6.1 The BC Libraries Conference will take place the week of May 9-11<sup>th</sup> in Richmond, BC. More details to follow.

FRIENDS OF THE  
LIBRARY LIAISON

- 6.2 June Vandenberg wished the Friends a Happy New Year and thanked them for all of their work.  
The first fundraiser will be the magazine, audio-visual and book sale on February 16<sup>th</sup> and 17<sup>th</sup>.  
The annual book sale earned \$4260.23. Next year's sale is scheduled for October 13<sup>th</sup> – 21<sup>st</sup> at the Ktunaxa gym. A total of \$4908.73 was made from the Friends' book shelf in the library. In November, the total was \$534 and December's was \$463.  
A garage sale is planned for April 27<sup>th</sup> & 28<sup>th</sup>. Travelogues are being planned with the first one on February 6<sup>th</sup> by Carla Nelson and one on March 21<sup>st</sup> by Alistair Pedersen.  
\$9960.23 was given to the library for books and programs.

<u>KLF LIAISON</u>	<b>6.3</b>	Deanne Perreault mentioned that the library received a grant for \$2900 from the KLF to purchase DOT, DASH & Cue robots as well as a few tablets for coding.
<u>FINAL 2017 FINANCIAL REPORT (UNAUDITED)</u>	<b>6.4</b>	The Library Board reviewed the final 2017 Financial Report (unaudited). A discussion followed.
<u>NOTIFICATION FOR COMMITTEE AND LIAISON POSITIONS</u>	<b>6.5</b>	Appointments to committee and liaison positions will take place during the February regular board meeting.
<u>2017 CHIEF LIBRARIAN GOALS</u>	<b>6.6</b>	Deanne Perreault presented her 2017 Chief Librarian's Goals Report. A discussion followed.
<u>2018 CHIEF LIBRARIAN'S GOALS</u>	<b>6.7</b>	Deanne Perreault presented her 2018 Chief Librarian's Goals. A discussion followed.
<u>CHIEF LIBRARIAN'S REPORT</u>	<b>6.8</b>	M. Redfern asked about the Family Literacy Day to be held on Wednesday, 24 January. A discussion followed.
	<b>(7)</b>	<b><u>ADJOURNMENT</u></b>
		Moved by M. Redfern and seconded
	<b>5-18</b>	<b>THAT the Regular Board Meeting of 17 January 2018 be adjourned at 8:25.</b>
		Carried unanimously.

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David Clark, Chair

*I hereby certify these minutes are correct.*

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