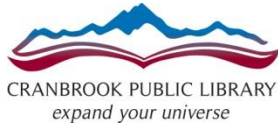


# MINUTES



## CRANBROOK PUBLIC LIBRARY BOARD REGULAR MEETING

Minutes of the Library Board Meeting held on Wednesday, 15 March 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.

---

<u>PRESENT</u>	Norma Blissett, City Council Representative Christine McCubbin Michael Redfern James Shepherd Fred Stevens, RDEK Area C Representative June Vandenberg, RDEK Area C Representative Sandy Zeznik
<u>ABSENT</u>	David Clark, Chair David Butler
<u>IN ATTENDANCE</u>	<u>STAFF</u> Ursula Brigl, Chief Librarian Cindy Friesen, Library Assistant 2
<u>CALL TO ORDER</u>	U. Brigl called the regular Library Board meeting to order at 7:00 pm. U. Brigl noted that with the absence of the Chair and Vice-Chair from the meeting M. Redfern has agreed to chair the regular meeting.
	(1) <u>CLOSED MEETING</u> No closed meeting.
	(2) <u>ADOPTION OF AGENDA</u> C. McCubbin asked to add item 5.3 Endowment Fund Interest Reinvestment to the agenda. Moved by J. Vandenberg and seconded
<u>REGULAR MEETING, 15 MARCH 2017</u>	14-17 <b>THAT the agenda of the Regular Board Meeting of Wednesday, 15 March 2017 be approved and adopted as amended.</b> Carried unanimously.
	(3) <u>DELEGATION</u> Vintee Kaushal and Harley Lee, BDO Dunwoody presented the Library Board with the 2016 Audited Financial Statements.
	(4) <u>CONSENT AGENDA</u> Moved by S. Zeznick and seconded
<u>CONSENT AGENDA</u>	15-17 <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, 15 February 2017</li><li>◆ Statistics – February 2017</li><li>◆ Media Clippings</li></ul>

		<ul style="list-style-type: none"> <li>◆ Report – Chief Librarian</li> <li>◆ Report – Board Chair</li> </ul> <p>Carried unanimously.</p>
	(5)	<b><u>ACTION ITEMS</u></b>
<u>ANNUAL PROVINCIAL GRANT REPORT</u>	5.1	The 2016 Provincial Library Grants Report was presented. A discussion followed. Moved by F. Stevens and seconded
	16-17	<b>THAT the 2016 Provincial Library Grants Report be adopted as presented..</b> Carried unanimously.
<u>2016 AUDITED FINANCIAL STATEMENTS</u>	5.2	The Library Board was presented with the 2016 Audited Financial Statements. A discussion followed. Moved by J. Shepherd and seconded
	17-17	<b>TO adopt the 2016 audited financial statements as presented.</b> Carried unanimously.
<u>ENDOWMENT FUND INTEREST REINVESTMENT</u>	5.3	C. McCubbin reported that U. Brigl and the Community Relations and Resource Development Committee met last week to review and discuss the possible options on how to proceed with the Endowment Fund 2016 earnings and to present to the Library Board a recommendation on what to do with them. A discussion followed. Moved by C. McCubbin and seconded
	18-17	<b>THAT the 2016 earnings from the Cranbrook Public Library Endowment Fund be reinvested.</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' AGM was held on February 21, 2017 and Ursula Boy was elected by acclamation as president; while 4 members were elected for 2 year terms. <ul style="list-style-type: none"> <li>• The Friends revenue for 2016 was \$43,042.34.</li> <li>• Mini Book Sale is March 31<sup>st</sup> and April 1<sup>st</sup>.</li> <li>• Garage Sale set up April 28<sup>th</sup> and Sale Day is April 29<sup>th</sup>.</li> <li>• May 15<sup>th</sup>, Janice Strong will present the next travelogue.</li> <li>• Summer Shopping Fest is tentatively set for July 8<sup>th</sup> and 9<sup>th</sup> and a committee is working to organize and promote this event.</li> </ul>
<u>KLF LIAISON</u>	6.3	F. Stevens mentioned that the next KLF meeting is at the end of March.
<u>UPDATING STRATEGIC PLAN</u>	6.4	U. Brigl reported that the Planning and Policy Development Committee met to look at ways to extend the existing plan and launch a full strategic planning process in late 2018 or early 2019. Several options were considered.

The Committee decided to develop a Strategic Focus Plan for 2018 which would take the strategic objectives that have already been set as priorities for 2017 and extend them into 2018. The committee considers this to be the most viable option to develop a 2018 plan before the end of May. A discussion followed.

(7) **ADJOURNMENT**

Moved by F. Stevens and seconded

19-17 **THAT the Regular Board Meeting of 15 March 2017 be adjourned at 8:00.**

Carried unanimously.

---

Mike Redfern, Acting Chair

*I hereby certify these minutes are correct.*