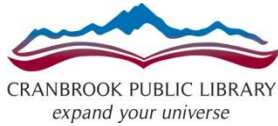


MINUTES



CRANBROOK PUBLIC LIBRARY BOARD REGULAR MEETING

Minutes of the Library Board Meeting held on Wednesday, 19 October 2016 at 7:00 pm in the Manual Training School located beside the Cranbrook Public Library, 1212 2nd Street North, Cranbrook, BC.

<u>PRESENT</u>	Norma Blissett, City Council Representative David Clark, Vice-Chair Michael Redfern James Shepherd Fred Stevens, RDEK Area C Representative June Vandenberg, RDEK Area C Representative Sandy Zeznik
<u>ABSENT</u>	David Butler Denine Milner, Chair
<u>IN ATTENDANCE</u>	<u>STAFF</u> Ursula Brigl, Chief Librarian Cindy Friesen, Library Assistant 2
<u>CALL TO ORDER</u>	Vice-Chair D. Clark called the regular Library Board meeting to order at 7:00 pm.
	(1) <u>CLOSED MEETING</u> No closed meeting was held this month.
	(2) <u>ADOPTION OF AGENDA</u> Moved by J. Shepherd and seconded
<u>REGULAR MEETING, 19 OCTOBER 2016</u>	38-16 THAT the agenda of the Regular Board Meeting of Wednesday, 19 October 2016 be adopted. 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>	39-16 THAT the following items contained in the consent agenda be approved and adopted: <ul style="list-style-type: none">◆ Minutes of the Regular Library Board Meeting of Wednesday, 21 September 2016◆ Statistics – September 2016◆ Media Clippings◆ Report – Chief Librarian◆ Report – Community Relations & Resource Development Committee Carried unanimously.

	(5)	<u>ACTION ITEMS</u>
<u>2017 OPERATING BUDGET</u>	5.1	The Library Board discussed the need for future considerations of the collection development allocation and system administrator or positions in context of the overall budget process. They determined that the 2017 budget should in the line with what is currently included in the City's 5 year financial plan. Moved by M. Redfern and seconded
	40-16	THAT the 2017 draft operating budget be approved as presented and submitted to City Council for inclusion in their budget deliberations. Carried unanimously.
<u>TRUSTEE ORIENTATION PROGRAM SESSION</u>	5.2	The BC Library Trustees Association is offering a Trustee Orientation Program session in Cranbrook on Saturday, 19 November. The Library Board discussed which members would be interested in attending the TOP session and determined the amount allocated in the budget would be adequate to cover any board member wanting to attend the session.
<u>STAFF & VOLUNTEER APPRECIATION</u>	5.3	The Library Board discussed the options presented and decided to host a luncheon. Moved by J. Shepherd and seconded
	41-16	TO reallocate funds up to \$15 per person for the staff and volunteer appreciation luncheon. Carried.
<u>FOOD FOR FINES</u>	5.4	The Library Board discussed the 3 options presented and after a discussion decided to go with option 1. Moved by J. Shepherd and seconded
	42-16	THAT the Cranbrook Public Library commit to running the Food for Fines campaign each December from 2016 to 2020. Carried unanimously.
	(6)	<u>DISCUSSION ITEMS</u>
<u>BCLTA LIAISON</u>	6.1	No report for this meeting.
<u>FRIENDS OF THE LIBRARY LIAISON</u>	6.2	J. Vandenberg reported on the Friends of the Library meeting held on 28 October. <ul style="list-style-type: none"> • Book shelf raised \$442.50 in September • Magazine sale is scheduled for February 10th, 11th and will included some books but no VHS. • Garage sale is planned for April 28th and 29th in the MTS. • Book Sale made \$9908.37 less than last year. The Friends and Rotary will review the sale in November. • There are 184 Friends' memberships. • The on-line auction will occur during Spring break while the Summer Shopping Fest already has 6 pre-registrations.

KLF LIAISON

6.3

- F. Stevens reported on the KLF meeting held Saturday, 15 October.
- Theresa Negreiff from the Non-Profit Advisors Program opened the meeting addressing governance and networking.
 - The Columbia Basin Trust's Non-Profit Program is helping non-profit (including libraries) increase capacity and become more sustainable and efficient.
 - Donna MacDonald from BC Library Trustee Association followed with a basic message, saying "She felt that we are in a good place now and that they have a good Board."
 - The business part of the meeting was mostly "housekeeping" followed by a discussion over a shortfall in funding from the Library Branch.

STRATEGIC PLAN
REVIEW

6.4

The Library Board discussed the key strategic objectives for 2017.

(7)

ADJOURNMENT

Moved by N. Blissett and seconded

43-16

THAT the Regular Board Meeting of 19 October 2016 be adjourned at 8:17.

Carried unanimously.

Dave Clark, Vice-Chair

I hereby certify these minutes are correct.