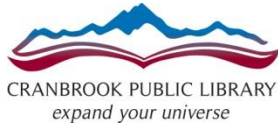


MINUTES



CRANBROOK PUBLIC LIBRARY BOARD REGULAR MEETING

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

PRESENT

David Clark, Chair
Lee-Ann Crane, RDEK Area C Representative
Christine McCubbin
Helder Ponte
Michael Redfern
June Vandenberg, RDEK Area C Representative
Gail Wakulich
Sandy Zeznik

ABSENT

Norma Blissett, City Council Representative

IN ATTENDANCE

STAFF

Deanne Perreault, Chief Librarian
Cindy Friesen, Library Assistant 2

CALL TO ORDER

Chair D. Clark called the regular Library Board meeting to order at 7:01 pm.

(1)

CLOSED MEETING

No closed meeting.

(2)

ADOPTION OF AGENDA

Moved by C. McCubbin and seconded

H. Ponte asked that a Strategic Plan discussion be added to the agenda under 6.4.

REGULAR MEETING, 17 OCTOBER 2018

40-18

THAT the agenda of the Regular Board Meeting of Wednesday, 17 October 2018 be adopted with the addition of 6.4 Strategic Plan.

Carried unanimously.

(3)

DELEGATION

No delegations appeared at this month's meeting.

(4)

CONSENT AGENDA

Moved by G. Wakulich and seconded

CONSENT AGENDA

41-18

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

- ◆ Minutes of the Regular Library Board Meeting of Wednesday, 19 September 2018
- ◆ Statistics – September 2018
- ◆ Media Clippings
- ◆ Report – Chief Librarian

Carried unanimously.

<u>2019 OPERATING BUDGET</u>	(5)	<u>ACTION ITEMS</u>
		<p>The Library Board struck an ad-hoc budget committee to develop a draft 2019 budget for the October 2018 Board meeting. The committee recommends that the budget request submitted to the City and RDEK includes all the priorities it identified.</p> <p>Moved by L. Crane and seconded</p>
	42-18	<p>THAT the draft Cranbrook Public Library 2019 Budget including the identified strategic priorities be submitted to the City of Cranbrook and Regional District of East Kootenay for their consideration.</p> <p>Carried unanimously.</p>
<u>EMPLOYEE RECOGNITION POLICY</u>		<p>It has been common practice for the Board to recognize the service provided by employees at annual appreciation events and at 5-year anniversaries. However, there is no existing practice for recognition upon retirement. Thus the Board requested that a formal employee recognition policy be developed. Research was conducted as to current practices in place at the City, RDEK, and selected public libraries and a draft policy developed.</p> <p>The Library Board was presented with two options. A discussion followed. The Library Board decided to implement Option 2.</p> <p>Moved by H. Ponte and seconded</p>
	43-18	<p>THAT the Employee Recognition Policy be adopted.</p> <p>Carried unanimously.</p>
	(6)	<u>DISCUSSION ITEMS</u>
<u>BCLTA LIAISON</u>	6.1	No report.
<u>FRIENDS OF THE LIBRARY LIAISON</u>	6.2	<p>J. Vandenberg reported that a grant for \$1,800 from CBT was received. A government grant for \$3,036 was received and given to the Library to pay for the summer student.</p> <ul style="list-style-type: none"> • The constitution is done and John Zimmer, the lawyer, who worked pro bono will be thanked. • The book shelf's total for September was \$667.50. • The big book sale started October 17 to October 21. Discussion about future sales will happen. • Sandy Zeznik offered 7 tables to the Friends that were used at the Senior Games which were gratefully accepted. • The Friends will have a table at the Christmas Sale on December 1st and 8th in the MTS. <p>D. Clark thanked the Friends for all of their hard work.</p> <p>S. Zeznik suggested that the Library/Board recognized Marilyn Forbes with a gift card and card for all of her many hours of work organizing the book sale. A discussion followed.</p> <p>Moved by S. Zeznik and seconded</p>

<u>KLF REPRESENTATIVE</u>	44-18 6.3	<p>THAT the Library recognizes Marilyn Forbes for her contribution to the Friends' Annual Book Sale with a gift valued up to \$250 to be presented to her at the Staff & Volunteer Appreciation Open House on November 29th.</p> <p>Carried unanimously.</p> <p>G. Wakulich attended the KLF and LDAG meeting on Saturday, 13 October in Radium. The following is a few highlights of the meeting.</p> <ul style="list-style-type: none"> • The KLF agreement has been completely revised and approved. • The Governance Manual was approved. • The 2019 budget was approved. • Clear policies on Conflict of Interest and Code of Conduct and Confidentiality were presented and approved. • Discussion on databases and their merit will be evaluated by a committee. • The Policy Orientation Program was updated. • A new policy manual will be drafted in time for the 2019 AGM. • KLF rates for meals and mileage reimbursement were adjusted to harmonize with the BC government rates. • The AGM and options were discussed. • Four goals for the next five-year strategic plan were identified.
	<u>STRATEGIC PLAN</u>	6.4 (7)
	45-18	<p>THAT the Regular Board Meeting of 17 October 2018 be adjourned at 8:09.</p> <p>Carried unanimously.</p>

David Clark, Chair
I hereby certify these minutes are correct.