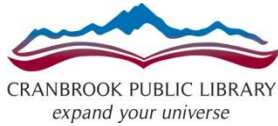


# MINUTES



## CRANBROOK PUBLIC LIBRARY BOARD REGULAR MEETING

Minutes of the Library Board Meeting held on Wednesday, 16 January 2019 at 7:00 pm in the Manual Training School located beside the Cranbrook Public Library, 1212 2<sup>nd</sup> Street North, Cranbrook, BC.

---

### PRESENT

David Clark, Chair  
Lee-Ann Crane, RDEK Area C Representative  
Danielle Eaton, City Council Representative  
Christine McCubbin  
Helder Ponte  
Michael Redfern  
June Vandenberg, RDEK Area C Representative  
Gail Wakulich  
Sandy Zeznick

---

### ABSENT

---

### IN ATTENDANCE

### STAFF

Ursula Brigl, Chief Librarian  
Cindy Friesen, Library Assistant 2  
Mike Selby, Library Technician

---

### CALL TO ORDER

The Chief Librarian, Ursula Brigl, called the regular Library Board meeting to order at 7:00 pm.

### ELECTION OF CHAIR AND VICE-CHAIR

David Clark was elected Library Board Chair by acclamation.  
Gail Wakulich was elected Library Board Vice-Chair by acclamation.

(1)

### CLOSED MEETING

Moved by J. Vandenberg and seconded

### CLOSED MEETING

1-19

**THAT the meeting be closed to the public pursuant to the *Community Charter*, as the matters being considered at this time relate to Section 90(1)(c) labour or other employee relations.**

Carried unanimously.

### RECONVENE

**Chair D. Clark** reconvened the regular meeting at 7:20 pm.

(2)

### ADOPTION OF AGENDA

Moved by S. Zeznick and seconded

### REGULAR MEETING, 16 JANUARY 2019

2-19

**THAT the agenda of the Regular Board Meeting of Wednesday, 16 January 2019 be adopted.**

Carried unanimously.

(3)

### DELEGATION

No delegations appeared at this month's meeting.

(4)

### CONSENT AGENDA

Moved by M. Redfern and seconded

<u>CONSENT AGENDA</u>	3-19	<p><b>THAT the following items contained in the consent agenda be approved and adopted:</b></p> <ul style="list-style-type: none"> <li>◆ Minutes of the Regular Library Board Meeting of Wednesday, 21 November 2018</li> <li>◆ Statistics –November &amp; December 2018</li> <li>◆ Media Clippings</li> <li>◆ Report – Chief Librarian</li> <li>◆ Report – Board Chair</li> </ul> <p>Carried unanimously.</p>
	(5)	<b><u>ACTION ITEMS</u></b>
<u>SIGNING AUTHORITY</u>	5.1	<p>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 2019.</p> <p>Moved by L. Crane and seconded</p>
	4-19	<p><b>THAT David Clark and Gail Wakulich of the Library Board, and Ursula Brigl and Deanne Perreault and Michael Selby of the Library staff have signing authority for the Library in 2019.</b></p> <p>Carried unanimously.</p>
<u>BOARD MEETING DATES AND TIMES</u>	5.2	<p>The Library Board discussed and decided to keep the current Board meeting schedule from 7-9 pm on the third Wednesday of each month except July, August and December.</p> <p>Moved by H. Ponte and seconded</p>
	5-19	<p><b>THAT the Cranbrook Public Library regular meetings take place from 7 to 9 pm the third Wednesday of every month except for July, August and December.</b></p> <p>Carried unanimously.</p>
<u>APPOINTMENT OF AUDITORS</u>	5.3	<p>The Library Board discussed to appoint BDO Canada LLB as its auditor for the year ending 31 December 2018.</p> <p>Moved by L. Crane and seconded</p>
	6-19	<p><b>THAT BDO Canada LLB be appointed as auditors for the fiscal year ending 31 December 2018.</b></p> <p>Carried unanimously.</p>
<u>2019-2013 STRATEGIC PLAN</u>	5.4	<p>The 2019-2023 Strategic Plan was presented. The Library Board discussed several ways to inform the stakeholders and the public of the Strategic Plan.</p> <p>Moved by S. Zeznick and seconded</p>
	7-19	<p><b>THAT the 2019-2013 Strategic Plan be adopted.</b></p> <p>Carried unanimously.</p>
<u>HUMAN RESOURCES MANUAL UPDATE ELECTRONIC VOTING RESULTS</u>	5.5	<p>In December 2018, the Library Board conducted an electronic vote to update the terms in the Leaves policy to make them consistent with those in the City’s contract with its union.</p> <p>Moved by C. McCubbin and seconded</p>

	8-19	<b>THAT the HRM-02: Leaves Policy of the Human Resource Manual be revised as presented.</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	<p>The final total for the Fall Book sale was \$4,505.67. The December total from the Friends' library bookshelf was \$479.75.</p> <ul style="list-style-type: none"> <li>◆ \$1,009.33 from the Adopt-A-Magazine was given to the library.</li> <li>◆ The first fundraiser for 2019, Winter Madness Sale, is planned for February 1st and 2nd, in the MTS. Puzzles, games, CDs/DVDs, books and magazines will be sold.</li> <li>◆ A Spring Book Sale is marked for March 29th and 30th</li> <li>◆ The garage sale is planned for May 3rd &amp; 4th while another book sale is scheduled for June 7th &amp; 8th with a Fall book sale slated for October 1-6 in the MTS.</li> <li>◆ \$321.40 was made at the November travelogue.</li> <li>◆ The Friends are displaying a box sponsored by the Lions Club for donations of used glasses and hearing aids. The box is on their cart in the library.</li> <li>◆ As of December 31, 2018, the Friends account is \$18,389.25.</li> <li>◆ The Library Board received the Friends of the Library Liaisons annual report.</li> </ul>
<u>KLF REPRESENTATIVE</u>	6.3	The Library Board received the Kootenay Library Federation Representatives annual report.
<u>FINAL 2018 FINANCIAL REPORT (UNAUDITED)</u>	6.4	U. Brigl presented the final 2018 Financial Report (unaudited). A discussion followed.
<u>NOTIFICATION FOR COMMITTEE AND LIAISON POSITIONS</u>	6.5	Appointments to committee and liaison positions will take place during the February regular board meeting.
<u>CHIEF LIBRARIAN'S 2018 GOALS REPORT</u>	6.6	U. Brigl presented her 2018 Chief Librarian's Goals Report. A discussion followed.
<u>PERSONNEL COMMITTEE REPORT</u>	6.7	The Library Board received the Personnel Committee's 2018 Annual Report.
<u>BOARD IDEAS</u>	6.8	<p>H. Ponte mentioned that he had visited the new Calgary Public Library and circulated some brochures and information booklets.</p> <p>G. Wakulich mentioned that she had heard about a library that you could check out a person (Living Library). U. Brigl mentioned the library tried that several years ago but did not go over well.</p> <p>L. Crane suggested that the library could participate in some way during the Emergency Preparedness Week in April. A discussion followed.</p>

(7)

**ADJOURNMENT**

Moved by M. Redfern and seconded

9-19

**THAT the Regular Board Meeting of 16 January 2019 be adjourned at 8:55 pm.**

Carried unanimously.

*Original signed by*

---

David Clark, Chair

*I hereby certify these minutes are correct.*