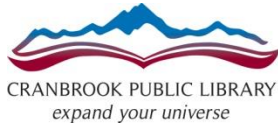


# MINUTES



## CRANBROOK PUBLIC LIBRARY BOARD REGULAR MEETING

Minutes of the Library Board Meeting held on Wednesday, 20 March 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.

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### PRESENT

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

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### ABSENT

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### IN ATTENDANCE

### STAFF

Ursula Brigl, Chief Librarian  
Mike Selby, Library Technician

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### CALL TO ORDER

Chair D. Clark called the regular Library Board meeting to order at 7:02 pm.

(1) **CLOSED MEETING**

No closed meeting.

(2) **ADOPTION OF AGENDA**

Moved by M. Redfern and seconded

REGULAR  
MEETING, 20  
MARCH 2019

**16-19 THAT the agenda of the Regular Board Meeting of Wednesday, 20 February 2019 be adopted.**

Carried unanimously.

(3) **DELEGATION**

BDO CANADA LLB

Harley Lee and Vintee Kaushal of BDO Canada LLB presented the Library Board with the 2018 Audited Financial Statements.

(4) **CONSENT AGENDA**

Several Board members noted that the minutes of the previous meeting required amendment, so decided to move this item into Action Items.

Moved by J. Vandenberg and seconded

CONSENT AGENDA

**17-19 THAT the following items contained in the consent agenda be approved and adopted:**

- ◆ Statistics – February 2019
- ◆ Media Clippings
- ◆ Report – Chief Librarian

Carried unanimously.

	(5)	<b><u>ACTION ITEMS</u></b>
<u>2018 AUDITED FINANCIAL STATEMENTS</u>	5.1	The Library Board reviewed the 2018 Audited Financial Statements. A discussion followed with several points of clarification requested about process and the transfers to the reserves. H. Ponte requested that the auditor's letter to management be included in the April regular Board meeting's consent agenda for informational purposes. Moved by H. Ponte and seconded
	18-19	<b>TO adopt the 2018 audited financial statements as presented.</b> Carried unanimously.
<u>2019 STRATEGIC ACTION PLAN</u>	5.2	The 2019 Strategic Action Plan was presented. A discussion followed with several amendments made to wording for clarification purposes. Moved by M. Redfern and seconded
	19-19	<b>THAT the 2019 strategic action plan be adopted as amended.</b> Carried unanimously.
<u>2019 FINAL BUDGET</u>	5.3	The Board reviewed the library's budget for 2019. The Board discussed including the non-funded amortization to revenue and non-cash amortization to expenses so that the budget would reflect the presentation of this information in the Statement of Operations included in the audited financial statements. Further, it was requested that future presentations of the budget include a supporting document that provides a comparison to the previous year's budget. Moved by H. Ponte and seconded
	20-19	<b>THAT the Cranbrook Public Library 2019 Budget be approved as amended.</b> Carried unanimously.
<u>MINUTES OF THE REGULAR MEETING OF 20 FEBRUARY 2019</u>	5.4	G. Wakulich and M. Redfern noted that the appointments to the positions of KLF Representative and alternate were not included in Motion 13-19. The following information was added to the motion: ♦ Kootenay Library Federation Representative – Gail Wakulich, Mike Redfern. Moved by J. Vandenberg and seconded
	21-19	<b>THAT the Minutes of the Regular Library Board Meeting of Wednesday, 20 February 2019 be approved as amended.</b> Carried unanimously.
	(6)	<b><u>DISCUSSION ITEMS</u></b>
<u>BCLTA LIASON</u>	6.1	D. Clark and G. Wakulich will attend the BC Public Libraries Summit being held in Surrey in May.
<u>FRIENDS OF THE LIBRARY LIAISON</u>	6.2	J. Vandenberg presented the following report from the Friends of the Library's March executive meeting: The February amount for the Friends' book shelf was \$635.40.

Janice Sommerfeld, president of the Sunrise Rotary, spoke about the collaborative work on the Book Sale. A very positive discussion followed with fond memories and the many benefits of the sale were remembered.

The Spring Fling Sale is being advertised and promoted. It is scheduled for March 29<sup>th</sup> to March 30<sup>th</sup>.

Money from the book sale, \$3,031.55, and from the Cranbrook Rotary Club, \$2500 was transferred to the library for the acquisition of collections material.

KLF LIAISON

6.3

G. Wakulich reported that the Kootenay Library Federation Trustee Orientation Program will be taking place on April 27<sup>th</sup> in Cranbrook. The KLF is also now publishing a newsletter, which features the highlights and executive updates.

BOARD IDEAS

6.4

The Library Board discussed the benefits of using electronic signs to promote library programs and services, based on experiences at other libraries and the effectiveness of the billboard placed outside the Manual Training School from time to time to promote Friends' or library events.

It was noted that installing interior and exterior electronic signage is one of the objectives included in the strategic plan and that it would be interesting to do some preliminary investigation on this topic.

(7)

ADJOURNMENT

Moved by H. Ponte and seconded

22-19

**THAT the Regular Board Meeting of 20 March 2019 be adjourned at 8:20 pm.**

Carried unanimously.

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David Clark, Chair

*I hereby certify these minutes are correct.*