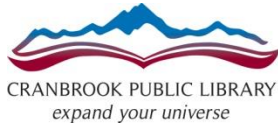


MINUTES



CRANBROOK PUBLIC LIBRARY BOARD REGULAR MEETING

Minutes of the Library Board Meeting held on Wednesday, 18 September 2019 at 7:00 pm in the Manual Training School located beside the Cranbrook Public Library, 1212 2nd Street North, Cranbrook, BC.

<u>PRESENT</u>	David Clark, Chair Christine McCubbin Helder Ponte Michael Redfern June Vandenberg, RDEK Area C Representative Gail Wakulich Sandy Zeznik
<u>ABSENT</u>	Lee-Ann Crane, RDEK Area C Representative Wayne Price, City Council Representative
<u>IN ATTENDANCE</u>	<u>STAFF</u> Ursula Brigl, Chief Librarian Mike Selby, Programs & Community Development Librarian
<u>CALL TO ORDER</u>	Chair D. Clark called the regular Library Board meeting to order at 7:05 pm.
	(1) <u>CLOSED MEETING</u> No closed meeting.
	(2) <u>ADOPTION OF AGENDA</u> Moved by J. Vandenberg and seconded
<u>REGULAR MEETING, 18 SEPTEMBER 2019</u>	40-19 THAT the agenda of the Regular Board Meeting of Wednesday, 18 September 2019 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>	41-19 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, 19 June 2019◆ Statistics – June 2019◆ Media Clippings◆ Report – Chief Librarian◆ Report – Board Chair◆ Report – Community Relations & Resource Development Committee◆ Report – Planning & Policy Development Committee Carried unanimously.

	(5)	<u>ACTION ITEMS</u>
<u>2019 BUDGET PROCESS</u>	5.1	The Library Board discussed two options relating to preparation of a draft operating budget, either to meet as a committee of the whole or to strike an ad hoc finance committee to develop the operating budget for 2020. Moved by H. Ponte and seconded
	42-19	THAT an ad hoc budget committee be struck to develop a draft 2020 operating budget. Carried unanimously.
<u>STAFF & VOLUNTEER APPRECIATION</u>	5.2	The Library Board discussed two options presented relating to the annual appreciation dinner. Moved by J. Vandenberg and seconded
	43-19	THAT the Library close at 5 pm on Thursday, 28 November 2019 for the Staff & Volunteer Appreciation Reception. Carried unanimously.
<u>ENDOWMENT FUND DEVELOPMENT PLAN 2019 - 1024</u>	5.3	The Library Board discussed the Endowment Fund Development Plan which had been tabled from the 19 June 2019 board meeting. Various ideas were presented, including the Fund's connection with the Library's centennial, fine revenue, and donation plaques. J. Vandenberg cautioned about overwhelming volunteers. The CRRD Committee will meet Thursday, 10 October 2019, at 3:30 pm to prepare a progress report for the Library Board's November meeting. Approval of the Endowment Fund Development Plan has been tabled for the November meeting.
	(6)	<u>DISCUSSION ITEMS</u>
<u>BCLTA LIAISON</u>	6.1	D. Clark had no updates to report.
<u>FRIENDS OF THE LIBRARY LIAISON</u>	6.2	J. Vandenberg reported that the Friend's bookshelf sales were \$660.50 for June, \$576 for July and \$494 for August. The Summer Reading Program was a huge success with many children ranging from toddlers to teens enrolled this summer. A total of \$2,688.67 was given to the Library for Adopt-a-Magazine. The Harvest Book Sale takes place on October 3 rd to October 6 th in the MTS. Lynda Cook is looking into debit or square payment options for the public. A cheque for \$5,000.00 was given to the Library to help with purchases to increase the collection. As of August 31, 2019, the Friend's balance is \$26,401.35.
<u>KLF REPRESENTATIVE</u>	6.3	G. Wakulich stated the KLF Fall Board Meeting takes place October 19 at the Fernie Public Library.
<u>2ND TRIANNAUL FINANCIAL STATEMENTS</u>	6.4	The Library Board was presented with 2nd Triannual Financial Statements for the period ending 31 August 2019. Moved by S. Zeznik and seconded
	44-19	THAT the financial statements be accepted as presented. Carried. One opposed.

		A discussion took place regarding the presentation and format of the current financial statements. Moved by H. Ponte and seconded
	45-19	THAT the Chief Librarian meet with the auditor to review the existing financial reporting structure and ensure it reflects generally accepted accounting principles. Carried. One opposed.
<u>2019 STRATEGIC ACTION PLAN ACTIVITIES UPDATE</u>	6.5	U. Brigl presented the board with both current and upcoming 2019 Strategic Action Plan activities, including the RFID implementation, the Idea Lab, and the Quiet Room.
<u>BOARD DEVELOPMENT DISCUSSION</u>	6.6	An offsite and informal Board Development retreat was discussed, with December appearing to be the most workable time.
<u>BOARD IDEAS</u>	6.7	H. Ponte proposed a collaborative meeting between the Board Chair and Chief Joe Pierre Jr. of the <i>ʔaq'am</i> community.
	(7)	<u>ADJOURNMENT</u> Moved by C. McCubbin and seconded
	46-19	THAT the Regular Board Meeting of 18 September 2019 be adjourned at 9:05 pm. Carried unanimously.

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