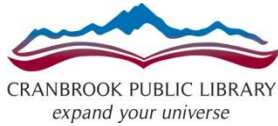


# MINUTES



## CRANBROOK PUBLIC LIBRARY BOARD REGULAR MEETING

Minutes of the Library Board Meeting held on Thursday, 16 November 2023 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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<u>PRESENT</u>	David Clark Lee-Ann Crane, RDEK Area C Representative, Chair Alyssa Panning, RDEK Area C Representative Sheena Rivers Wayne Stetski, City Council Representative Tasy Strouzas Gail Wakulich
<u>ABSENT</u>	Dave Butler Sam Farrell
<u>IN ATTENDANCE</u>	<u>STAFF</u> Ursula Brigl, Chief Librarian Mike Selby, Programs & Community Development Librarian
<u>CALL TO ORDER</u>	Chair L. Crane called the regular Library Board meeting to order at 7:00 pm.
	(1) <u>CLOSED MEETING</u> There was no closed meeting.
	(2) <u>ADOPTION OF AGENDA</u> Moved by D. Clark and seconded
<u>REGULAR BOARD MEETING, 23 NOVEMBER 2023</u>	40-23 <b>THAT the agenda of the Regular Board Meeting of Thursday, 16 November 2023 be adopted.</b> Carried unanimously.
	(3) <u>DELEGATIONS &amp; INVITED PRESENTATIONS</u> No delegations or invited presentations attended this month's meeting.
	(4) <u>APPROVAL OF MINUTES</u> Moved by T. Strouzas and seconded
<u>MINUTES OF THE REGULAR LIBRARY BOARD MEETING OF THURSDAY, 19 OCTOBER 2023</u>	41-23 <b>THAT the Minutes of the Regular Library Board Meeting of Thursday, 19 October 2023 be approved.</b> Carried unanimously.
	(5) <u>CONSENT AGENDA</u> Moved by D. Clark and seconded

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<u>CONSENT AGENDA</u>	42-23	<p><b>THAT the following items contained in the consent agenda be accepted:</b></p> <ul style="list-style-type: none"> <li>◆ Statistics – October 2023</li> <li>◆ Librarian’s Operational Report</li> </ul> <p>Carried unanimously.</p>
	(6)	<p><b><u>UNFINISHED BUSINESS</u></b></p> <p>Nil.</p>
	(7)	<p><b><u>NEW BUSINESS</u></b></p>
<u>100<sup>TH</sup> ANNIVERSARY WORKING GROUP TERMS OF REFERENCE</u>	7.1.	<p>U. Brigl presented the Library’s 100<sup>th</sup> Anniversary Working Group Terms of Refence to the Board. A discussion followed.</p> <p>Moved by S. Rivers and seconded</p>
	43-23	<p><b>THAT a 100<sup>th</sup> Anniversary Working Group be established per the terms of reference.</b></p> <p>Carried unanimously.</p>
<u>POLICY REVISIONS</u>	7.2	<p>L. Crane presented the current standing committee structure and the options for updating it. A discussion followed regarding the time commitments for each committee. The following amendments were agreed upon:</p> <ul style="list-style-type: none"> <li>◆ The Finance Committee be reduced to 4 members</li> <li>◆ The HR Committee be reduced to 3 members</li> <li>◆ The Engagement Committee be reduced to 3 members</li> <li>◆ The Governance Committee remain at 2 members</li> </ul> <p>Moved by T. Strouzas and seconded</p>
	44-23	<p><b>THAT policy GP-04 Board Committees and Liaisons be adopted as amended; and further,</b></p> <p><b>THAT policies FP- 11 Endowment Fund, GP-02 Trustee Terms of Office, HR-13 Performance Reviews be adopted as amended.</b></p> <p>Carried.</p>
	(8)	<p><b><u>COMMITTEE RECOMMENDATIONS</u></b></p> <p>Nil.</p>
	(9)	<p><b><u>REPORTS</u></b></p>
<u>CHAIR</u>	9.1	<p>L. Crane reported on Staff and Volunteer Appreciation Dinner. She also stated that she has received a draft of the Strategic Plan and will review it in December with the Chief Librarian.</p>
<u>CITY COUNCIL TRUSTEE</u>	9.2	<p>W. Stetski presented the City’s 2024 budget infographic. A discussion followed.</p>
<u>BCLTA LIAISON</u>	9.3	<p>No report.</p>
<u>FRIENDS OF THE LIBRARY LIAISON</u>	9.4	<p>T. Strouzas stated the Friends’ Volunteer Appreciation Tea takes place on November 27<sup>th</sup> from 2 – 4 pm.</p>
<u>KLF REPRESENTATIVE</u>	9.5	<p>No report.</p>

(10) **TRUSTEE ROUNDTABLE**

W. Stetski enquired about the Library's Open House. A discussion followed.

(11) **ADJOURNMENT**

The Regular Board Meeting of 16 November 2023 adjourned at 8:04 pm.

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Lee-Ann Crane, Chair

*I hereby certify these minutes are correct.*