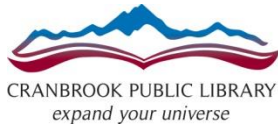


MINUTES



CRANBROOK PUBLIC LIBRARY BOARD REGULAR MEETING

Minutes of the Library Board Meeting held on Thursday, 19 October 2023 at 7 pm in the Manual Training School located beside the Cranbrook Public Library, 1212 2nd Street North, Cranbrook, BC.

PRESENT

David Butler
David Clark
Lee-Ann Crane, RDEK Area C Representative, Chair
Wayne Stetski, City Council Representative
Sam Farrell
Sheena Rivers
Alyssa Panning, RDEK Area C Representative
Tasy Strouzas
Gail Wakulich

ABSENT

IN ATTENDANCE

STAFF

Ursula Brigl, Chief Librarian
Mike Selby, Programs & Community Development Librarian

CALL TO ORDER

Chair L. Crane called the regular Library Board meeting to order at 7:00 pm.

(1)

CLOSED MEETING

Moved by D. Clark and seconded

CLOSED MEETING

33-23

THAT the meeting be closed pursuant to the Community Charter, as the matters being considered at this time relate to Section 90(1) (k) negotiations and related discussions respecting the proposed provision of a service that are at their preliminary stages. .

Carried unanimously.

RECONVENE

Chair L. Crane reconvened the regular meeting at 7:15 pm.

(2)

ADOPTION OF AGENDA

Moved by D. Butler and seconded

REGULAR BOARD MEETING, 19 OCTOBER 2023

34-23

THAT the agenda of the Regular Board Meeting of Thursday, 19 October 2023 be adopted.

Carried unanimously.

(3)

DELEGATIONS & INVITED PRESENTATIONS

No delegations or invited presentations attended this month's meeting.

(4)

APPROVAL OF MINUTES

Moved by D. Clark and seconded

<u>MINUTES OF THE REGULAR LIBRARY BOARD MEETING OF THURSDAY, 21 SEPTEMBER 2023</u>	35-23	THAT the Minutes of the Regular Library Board Meeting of Thursday, 21 September 2023 be approved. Carried unanimously.
	(5)	<u>CONSENT AGENDA</u> Moved by D. Butler and seconded
<u>CONSENT AGENDA</u>	36-23	THAT the following items contained in the consent agenda be received: <ul style="list-style-type: none"> ◆ Statistics – September 2023 ◆ Librarian’s Operational Report Carried unanimously.
	(6)	<u>UNFINISHED BUSINESS</u>
<u>BUSINESS CONTINUITY PLAN</u>	6.1	The Board reviewed the Business Continuity Planning report. A discussion followed. Moved by D. Clark and seconded
	37-23	THAT the business continuity planning contract be awarded to Authentic Communications. Carried unanimously.
	(7)	<u>NEW BUSINESS</u>
<u>APPOINTMENT OF AUDITORS 2023 - 2027</u>	7.1	The Library has the opportunity to align its auditor appointment process and fiscal dates with the City. A discussion followed. Moved by D. Clark and seconded
	38-23	THAT BDO Canada LLP be appointed as the Cranbrook Public Library’s auditor for the five-year period from 1 January 2023 to 31 December 2027. Carried unanimously.
	(8)	<u>COMMITTEE RECOMMENDATIONS</u>
<u>STAFF & VOLUNTEER APPRECIATION EVENT</u>	8.1	The Board discussed options for the format of the Staff & Volunteer Appreciation Event. The two main considerations were that the amount of staff involvement needed to organize and deliver the event needs to be minimized and that the cost be kept as low as possible while still providing a meaningful event. Moved by A. Panning and seconded
	39-23	THAT up to \$3800 be allocated to the 2023 Staff & Volunteer Appreciation event. Carried unanimously.

	(9)	<u>REPORTS</u>
<u>CHAIR</u>	9.1	L. Crane reviewed the Board calendar, the Idea Lab grand opening, the work underway to develop terms of reference for the 100 th Anniversary Working Group, that work is underway on a new committee structure plan, and that the draft strategic plan will be distributed to the Board in November.
<u>CITY COUNCIL TRUSTEE</u>	9.2	W. Stetski reported that two Mayor's committees are being formed to look at the issues of homelessness and housing. Council met with a provincial committee for an initial discussion on increasing childcare capacity in Cranbrook. Council has begun deliberations on the 2024 budget. Public meetings will be livestreamed on 7, 18 and 14 November.
<u>BCLTA LIAISON</u>	9.3	D. Clark reported that the BCTLA has hired an executive director.
<u>FRIENDS OF THE LIBRARY LIAISON</u>	9.4	T. Strouzas stated the Friends' book sale brought in \$3,808 in sales and \$121 in donations. The Friends are discussing an afternoon tea in November for their volunteers.
<u>KLF REPRESENTATIVE</u>	9.5	No report.
	(10)	<u>TRUSTEE ROUNDTABLE</u>
		T. Strouzas welcomed the new trustees, and offered his support. W. Stetski asked about the status of the Library's exterior revitalization project. U. Brigl reported that the architectural drawings are finalized and that a search for grants to fund the project is currently underway.

_____ *Original signed by*
 Lee-Ann Crane, Chair
I hereby certify these minutes are correct.