

Smithers Public Library  
Board Meeting Minutes  
Wednesday, May 21, 2014

| <b>Item</b>   | <b>Responsible</b>                               | <b>Action</b>  |
|---|--|--|
| <b>Call to Order</b>                                      | Corry  | <p><b>Present:</b> Corry Tremblay, Margie Olmstead, Vicki Alton, Barry Smith, Charlie Northrup, Kathy Wilford</p> <p><b>Regrets:</b> Bruce Hutchinson, John McDivitt, Paul Parry</p> <p><b>Guest:</b> Michael Mehr, Edmison Mehr Chartered Accountants</p>   |
| <b>Adopt Agenda</b>                                       | Corry  | <p><b>Motion</b> to adopt agenda with additions of vote on contract and Auditor's Report</p> <p><b>Moved:</b> Margie</p> <p><b>Seconded:</b> Charlie <b>Carried</b></p>  |
| <b>Adopt Consent Agenda</b>                               | Corry  | <p><b>Motion</b> to adopt the following items:<br/>Minutes of April 16, 2014 regular meeting</p> <p><b>Moved:</b> Margie</p> <p><b>Seconded:</b> Barry <b>Carried</b></p>  |
| <b>Correspondence</b>                                     |  | None   |
| <b>Review of Annual Consolidated Financial Statements</b> | Michael Mehr, Edmison Mehr Chartered Accountants | <p>The Library ended 2013 in a financial position similar to 2012. Differences included an increase in government transfers last year and a slight increase in wages.</p> <p><b>Motion:</b> To accept Mr. Mehr's financial report without revisions</p> <p><b>Moved:</b> Barry</p> <p><b>Seconded:</b> Margie <b>Carried</b></p> |
| <b>Business Arising from Minutes</b>                      |  |  |
| Introductions   | Corry, Wendy                                     | Wendy expressed her intention to move beyond the Library's walls and discover what people need. She welcomes new ideas.  |
| NW Trade Expo   | Margie   | Free books were popular, especially children's and Canadian humour. Next year: guessing challenge with prizes and a digital Storytime.   |
| New CUPE terms:<br>Cost analysis                          | Barry  | Goal was to reflect Town rates, but Library staff are P/T so benefits are  |

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|                                |       | <p>different. We must show coverage for deferred vacations from 2014 as a liability this year; this was not budgeted for. The cost analysis sheet should be renamed to include benefits.</p> <p><b>Motion:</b> To approve the CUPE Memorandum of Settlement as is.</p> <p><b>Moved:</b> Margie</p> <p><b>Seconded:</b> Vicki <b>Carried</b></p>   |
| Summer Student                 | Wendy | Skeena Lawson has been rehired.   |
| New Bookkeeper                 | Wendy | Erica Adema has been hired.   |
| <b>Reports:</b>                |       |   |
| Treasurer                      | Barry | <p>Presented Treasurer's Report.</p> <p>Kathy Wilford presented a heating cost analysis. Costs are up with our new furnace, but February was cold, and the back room was warm for the first time. We will continue to monitor our consumption. Margie suggests an equal payment plan.</p> <p>Kathy also discussed term deposits. Low rates and cost of staff time made moving funds not worthwhile. Barry suggests finding one in March 2015 for our Provincial grant.</p> <p>Motion: To accept the Treasurer's Report</p> <p><b>Moved:</b> Corry</p> <p><b>Seconded:</b> Margie <b>Carried</b></p> |
| Librarian's Report             | Wendy | Presented Librarian's Report.   |
| New Library Building Committee | Paul  | Absent  |
| <b>New Business</b>            |       |   |
| NCLF Spring Meeting            | Corry | Corry, Kathy, and Wendy attending in Terrace May 24. New coordinator Lauren Wolf starts June 15.  |

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| Digitization Committee Representative | Corry | Margie will represent the Library Board until Vicki resumes her position in the New Year.   |
| Transitional Borrower Card            | Wendy | Proposed an "Access Card" with a checkout limit of two items, modeled on Vancouver Island Regional Library's Transitional Borrower Card. To be used with a regular school group whose students cannot produce the usual paperwork required to access library services.<br><b>Motion:</b> That Wendy create a pilot project with the Access Card for this school group.<br><b>Moved:</b> Margie<br><b>Seconded:</b> Vicki <b>Carried</b> |
| <b>Next Meeting</b>                   |       | Wednesday, June 18  |
| <b>Adjournment</b>                    | Corry | <b>Meeting adjourned:</b> 8:54 pm   |