

Smithers Public Library Board Meeting Minutes
 Wednesday, November 21, 2018, 7 p.m., at Wally's house

Item	Responsible	Action
Call to Order	Wally	Present: Wally Bergen, Lorraine Doiron, Lisa Feinberg, Paul Parry, Bruce Hutchinson Regrets: Kay Mackenzie, John Buikema
Adopt Agenda	Wally	LF Motion: To adopt agenda without additions Seconded: PP Carried
Adopt Consent Agenda	Wally	LD Motion: To adopt the following items: Minutes of October 17, 2018 regular meeting Seconded: PP Carried
Correspondence	Wally	None
Business Arising from Minutes New Library-Gallery Project	Wally/Paul/Wendy	The Fundraising Committee has identified potential Stage 1 donors to approach for cornerstone funding and has prepared a package outlining the project to use in presentations.
2019 Budget Proposal	Wally	Submit funding request to Town by 4:30 p.m. Nov. 23; Presentation to Town 6:30 p.m. Dec. 4; Projected sick pay update LF Motion: To approve the 2019 funding request without changes Seconded: LD Carried LF Motion: To use \$5000.00 from 2017's surplus to apply to 2018's budget to cover increases in sick pay and training costs Seconded: BH Carried
BCMA Conference & Webinar	Wendy	The BC Museum Association's Pre-Conference session went well with lots of follow-up interest. At the BCMA's request, Wendy expended her presentation into a webinar which has now been archived online.
New Business		
Acknowledging the Territory	Lisa	LF Motion: To acknowledge the territory at the beginning of Library Board meetings Seconded: WB 4 in favour; 1 opposed Carried
Holiday Closures	Wendy	Dec. 25, 26 & Jan. 1 stats; Request Dec. 24 closure WB Motion: To close the library on Monday, December 24, 2018 Seconded: LF Carried
Scanning Fees	Wendy	Recommendation to stop charging fees for scanning documents. Rationale: Unlike photocopies or faxes, scanning patrons' documents does not incur costs for consumables (paper, ink) or long distance phone charges. WB Motion: To remove the charge for scanning documents Seconded: LD Carried
Draft Naloxone Policy	Lisa	WB Motion: To adopt the Naloxone Policy as presented. Seconded: BH Carried
Relationship between Friends of Library & Board	Lisa	BCLTA recommends that Friends of the Library executive are not also Library Board Trustees and vice versa. Discussed limited human resources to serve on the Friends executive. Will revisit this topic in a year or two.

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Aligning Director Report with Strategic Plan	Lisa	Twice-yearly strategic plan progress discussion at Library Board meeting decided to be a more ideal forum.
Advocacy tips (e.g. aligning to Community Plan)	Lisa	Tabled until December meeting
Treasurer & Signers	Wally	John no longer a signer; New Treasurer needed. Bruce willing to be Treasurer until new officers are elected in January.
Treasurer's Report	Wally	Clarification re: October balance sheet; NWLF database grant/training receipts submitted LD Motion: To accept the October 2018 Treasurer's Report Seconded: PP Carried BH Motion: To accept the November 2018 Treasurer's Rpt. Seconded: WB Carried
Special Advisor to the Board	Paul	Discussion re: inviting candidate to participate in the Fundraising Committee
Fines	Wally/Wendy	Discussion re: charging late fees on adult materials. To be continued in December or January when Town liaison is present.
Friends of the Library Report	Lorraine	Book Sale report: \$6,016.66 raised plus \$1,000 donation from RBC. Paid \$500 for Legion and SSS students to move books. Highest number ever of customers and volunteers!
NWLF	Kay/Wally	Wally reported that the October conference in Houston was very well-organized, and the best one he has ever attended. Kudos to Melissa!
Director's Report	Wendy	LF Motion: To accept the Director's Report Seconded: WB Carried
Adjournment	Wally	9:00 p.m.
Next Meeting	Wally	December 19, 2018 at the Library