

Smithers Public Library Board MINUTES

7 pm, Wednesday, November 19, 2014

Item	Responsible	Action
Call to Order	Corry	Present: Corry Tremblay, Barry Smith, Paul Parry, Bruce Hutchinson, Vicki Alton, Phil Briennesse (for Charlie Northrup), Wendy Wright, Lynnda McDougall Regrets: Charlie Northrup, Margie Olmstead, John McDivitt
Adopt Agenda	Corry	Moved by: Paul Motion: To adopt the agenda without additions. Seconded: Vicki Carried
Adopt Consent Agenda	Corry	Moved by: Paul Motion: To adopt the following items: Minutes of October 15, 2014 regular meeting. Seconded: Bruce Carried
Correspondence Letter from Town of Smithers re: Budget Submission Guidelines	Corry/Barry	Everyone has reviewed the Town's schedule and list of required documents, which must be submitted by November 28.
Business Arising from Minutes		
2015 Proposed General Budget	Barry/Wendy/ Lynnda	Phil suggests we submit the full Provisional Budget as presented at this meeting, leaving the 2011 and 2012 figures included. Bruce suggests circulating a public questionnaire gauging the need for a morning opening, ascertaining preferred days and asking why a morning opening is desired. Phil says the questionnaire can be submitted after the rest of the budget package is sent to the Town. The importance of the computer tutor and our strategic focus on providing technological assistance and access were discussed. Phil suggests we increase our heating ask to the full amount of the projected increase (\$3,000). Wendy will add a few highlights such as stats for programming and circulation to the Board's letter, make a one-page Director's Report letter with a graph for our submission, and complete her 'highlights' presentation. Wendy will email the revised Board letter to the Board for approval ASAP (before the submission next week). Thanks to Lynnda for all of her hard work on the budget while introducing Wendy to the process. Term deposit: Wendy will roll the Contingency term deposit over for another year (non-redeemable) and try to negotiate a better rate. Moved by: Phil Motion: To accept the proposed 2015 budget with amendments as discussed. (Ask for full gas costs and combine/change wording of CUPE ask.) Seconded: Barry Carried unanimously
Heating Bill Increase	Wendy	Wendy will ask Roye Lovgren whether he has read the heating company's report and whether he recommends the Town install humidity sensors on the fans in the crawlspace.

North Coast Library Federation Conference	Corry	Corry, Wendy, Kathy W., and Kathy S. attended the conference including training sessions on dealing with difficult patrons and the Evergreen consortial computer system (largely cataloguing). It was a quiet conference with only three library directors in attendance.
Spectra Energy Grant	Wendy	The library will receive a Community Connector grant in the full amount of \$5,000 to purchase three iPads pre-loaded with early literacy apps for the children's room. Paul suggested circulating laptops to alleviate wait times for PACs. Wendy will research security practices for circulating laptops in other libraries (ID or deposit required, on-site vs. off-site, etc.).
Local Elections: Candidates' Night	Corry	Five candidates attended. Wally filled them in on the library's history and role in the community. Gladys Atrill was unable to attend the event but later toured the library with Wendy and staff.
Prospective Trustees	Corry	The Board seeks three more trustees to replace Barry, Vicki, and Paul. Three people have expressed interest, one of whom resides outside the electoral area.
Signing Authority	Corry	Vicki and Kathy's names have been removed and Wendy's added. We will need to update the names again in January when Board members change.
RSC Expert Panel Report: The Future Now: Canada's Libraries, Archives, and Public Memory	Corry	Paul will read the 225-page report and summarize it for us.
Strategic Planning Session	Corry	A work plan will be developed by the Board with the Director's input at an extraordinary meeting on January 14. Corry will reserve a meeting room at the Town's municipal offices. Afterwards, Wendy will convey the draft work plan to the staff for feedback.
Reports: Librarian's Report	Wendy	SCSA approached the library regarding the Town's suggestion to relocate SCSA's greenhouse used in literacy programs to beside the library. Phil said that the Town is awaiting a letter of permission from the Legion. He is unaware of rumoured plans to remove the bocce and horseshoe pitches; if this is done it will be because of low usage, not the greenhouse. Concerns from the staff were passed along to the Town. The Board and Director consider the literacy program's greenhouse a good fit with the library as a multi-faceted centre for learning. Wendy spoke with Monica Strimbold, Trades Coordinator for SD54. The district has no permanent space for elementary student trades classes/equipment. Monica hopes that future library plans might include a partnership with the SD to provide a Makerspace for SD classes and SD Maker camps. The Makerspace could be used by the general public between classes. Lending SSS's 3-D printer to the

		<p>library for a one-day public demonstration is a possibility.</p> <p>Wendy participated in the Bulkley Valley Literacy Coalition's strategic planning session earlier this month. The coalition is comprised of representatives from various literacy organizations who share ideas, identify needs and opportunities in our community, and partner to support literacy throughout SD54.</p> <p>Covered in the budget portion of the meeting.</p> <p>One or more essential grant applications has hit a snag. Wendy and Margie will learn the details at next week's meeting.</p>
Treasurer's Report	Barry	
Digitization Committee	Wendy	
New Business		
Director's Performance Review	Corry	<p>Corry has conducted Wendy's six-month review. Phil shared feedback on the library's participation in the wider community.</p>
David Mio Art Fundraiser	Barry	<p>Local artist David Mio is willing to donate paintings to display for sale in the children's room, with proceeds going to the FOL. The library has reserved the month of May for David's exhibit. Barry will inform David.</p>
Holiday Hours	Wendy	<p>Library will close early at 3 pm on December 24.</p>
Next Meeting		<p>Wednesday, December 10, 7pm at Corry's house</p>
Adjournment	Corry	<p>9:19 pm</p>