

Smithers Public Library Board Meeting Minutes
7 pm, Wednesday, January 21, 2015

Item	Responsible	Action
Call to Order	Corry	Present: Corry Tremblay, Frank Wray, Wally Bergen, Lorraine Doiron, Bruce Hutchinson, Diane Suter Regrets: Margie Olmstead
Adopt Agenda	Corry	Motion to adopt agenda without additions Moved: Bruce Seconded: Wally Carried
Adopt Consent Agenda	Corry	Motion to adopt the following items: Minutes of November 19, 2014 regular meeting Moved: Wally Seconded: Bruce Carried
Correspondence	Corry	Letters from Town of Smithers appointing Wally Bergen and Frank Wray to the Board.
Business Arising from Minutes 2015 Proposed General Budget	Corry	The Board presented their proposed 2015 budget at a Committee of the Whole last night. Presentations went late, so Town Council will deliberate over the next few days.
Mission Statement/Strategic Plan	Corry	Reviewed draft strategic work plan. Frank suggests the Board write a letter to TOS expressing our interest in being involved in the Community Needs Assessment. Wally will write the letter. Frank suggests we ask Phil Briennesse if we can link to Phil's site Smithers Events.com. Wally will write a preamble and summary for the strategic work plan, Wendy will format and refine it, add our logo, and bring the draft document to the February meeting for review and adoption. Mission and vision statement: Motion: To adopt the new mission and vision statement. Moved: Frank Seconded: Wally Carried
North Coast Library Federation	Corry/Wendy	Tentative dates for NCLF Spring meeting/AGM (LDAG & Bd. only, to work on the strategic plan): Fri. April 24 or Sat. April 25. To be held in Smithers or PR; Lauren will poll members. Wendy to find online trustee training opportunity in recent BCLTA Bulletin and resend to SPL board members.
Beyond Hope Conference	Wendy	PG Civic Centre June 12 and 13, 2015 (Fri. and Sat.) CORRECTION: June 1 & 2 (Mon. & Tues.), director's professional seminar June 3
Signing Authority	Corry	Wendy to take the approved minutes signed by Corry to the Bulkley Valley Credit Union so the trustees can then complete the process individually. Motion: That the signers will be Wendy Wright, Corry

		<p>Tremblay, Wally Bergen, Lorraine Doiron, Bruce Hutchinson, and Margie Olmstead.</p> <p>Moved: Frank</p> <p>Seconded: Wally</p> <p>Carried</p>
Heating Report Follow-up	Wendy	Roye Lovgren advises that humidity-controlled fans might not control black mould.
CUPE: CAP YI increase, Student LOU	Corry/Wendy	<p>Motion: To authorize Corry as Chair and Wendy as Director to sign the amended letter of understanding.</p> <p>Moved: Frank</p> <p>Seconded: Wally</p> <p>Carried</p>
Reports:		
Librarian's Report	Wendy	Presented Librarian's Report
Treasurer's Report	Wally	Frank asked what our Contingency Fund is for if it is not being used if we go over budget. The Contingency Fund is in a term deposit. Wally explained that it is for things such as the photocopier unexpectedly needing replacement, or the province or Regional District unexpectedly reducing our funding partway through the year when we had budgeted for the full amount. The Board must retain 10% of our annual revenue in a contingency account. Surplus is anything that is left over at the end of the year after expenses have been paid.
Digitization Committee	Lorraine	Black Press told Lorraine they would digitize the whole newspaper and put it on a U.S. site Newspapers.com. He assured Lorraine that library patrons would not have to pay to access the digitized papers online. Lorraine is trying to get that in writing, but her requests have not been answered. We are waiting for clarification before proceeding further.
New Business		
Click2 Gala	Corry	March 9, 7 p.m. (Corrected: was Feb. 10 in first draft of minutes.) The Friends of Smithers Library are taking care of the event.
NW Trade Expo	Corry	May 1 & 2. Bruce will ask the Chamber of Commerce re: Library offering free WiFi, and availability of a screen/projector for digital Storytime entertainment on the main stage. The library and the Friends will rent two booths beside each other and ask for a spot beside the Town's booth.
Self Check-out	Wendy	Wendy will check the CUPE Agreement for language specific to new technology and bring her findings to the next board meeting for a vote on whether to order the remaining necessary items and proceed. (Necessary expenses = Receipt printer \$333 + shipping/tax, est. \$400. Glacier

Library Advocacy Course	Wendy	Electric estimate for an electrical outlet and data port \$354.94.) Highly recommended by Wendy. Course runs February 2-March 16, University of Toronto via EdX (online). Wendy will resend the most recent BCLTA Bulletin with the registration information to all board members.
Portable	Wally	Wally presented a report on his conversation with Mark Allen from the Town advising against a portable. Motion: The library board has investigated acquiring a portable. They do not consider it a viable solution. Moved: Frank Seconded: Bruce Carried
Elections	Corry	Postponed until next month.
Next Meeting		Wednesday, February 18, 7pm at the Library. (Corry and Bruce will be absent next month: Wally will chair.)
Adjournment	Corry	