

Smithers Public Library Board Minutes

Wednesday, January 17, 2018, 7 p.m., at the library

Item	Responsible	Action
Call to Order: 7:06 p.m.	Wally	Present: Wally Bergen, Lorraine Doiron, Bruce Hutchinson, Paul Parry, Frank Wray, Lisa Feinberg, Wendy Wright Regrets: Kay Mackenzie, Darcy Repen
Adopt Agenda	Wally	JB Motion: To adopt agenda without additions PP Seconded: Carried
Election of Officers	Wendy	PP Motion: To appoint trustees to the following positions: Chair – Wally Bergen Vice Chair – Bruce Hutchinson Treasurer – John Buikema Friends of the Smithers Library Liaison – Lorraine Doiron Northwest Library Federation Liaison – Kay Mackenzie Policy Committee – Bruce Hutchinson Marketing Committee – Lisa Feinberg Building Committee – Paul Parry, Wally Bergen, Lorraine Doiron and Kay Mackenzie JB Seconded: Carried
Adopt Consent Agenda	Wally	FW Motion: To adopt the following items: Minutes of November 15, 2017 regular meeting BH Seconded: Carried <i>N.B.:</i> No December meeting was held due to a failure to achieve quorum
Correspondence	Wally	Letters from Town of Smithers confirming trustee appointments
Business Arising from Minutes		
Strategic Planning	Wally	Session will take place at the Smithers Christian Reform Church at 4035 Walnut Dr. on Saturday, February 24, 2018, from 9-4. Anne Donaldson of the Storytellers' Foundation will facilitate. Staff attendance is encouraged but not mandatory. The library will close unless some staff state a preference to work their regular Saturday shift.
2018 Budget Request	Wally/John/Wendy/Frank	Report on presentation to Town of Smithers and RDBN. TOS 2018 operational budget will be brought before Council in late February.
WorkBC Request for Subsidized Position	Wendy	Request has been withdrawn at the present.
New Business		
NWLF	Wendy for Kay	NWLF Director Lauren Wolf is retiring in March. John has volunteered to sit on the selection committee for her replacement.
Smithers Visitors Guide Ad	Wally	A refreshed design will appear in the Guide for the next two years.
Policy: Inappropriate Media Exposure	Wendy	Bruce and Wendy will develop a draft policy to bring to the February board meeting.
Regional Systems	Darcy	Discussed varying levels of funding among small BC

New Library Building	Wally/Wendy/Frank	communities. The New Library Committee met with the Legion and reached out to the Art Gallery. The Building Committee is working through a variety of space planning tools to determine our future space needs. Town Council approved \$100,000 for the next step: a building feasibility study. No RFP has been issued yet.
Circulation Stats: Accuracy	Wendy	2017 circulations were low and often a high percentage of returned items have not been checked out. It is strongly suspected that improper scanning at the self-checkout is responsible for both issues. A suggestion was made to close the self-checkout for a month to see if the circulations show an increase.
Letter to SD54	Wally	The Library Board has apprised the School District of our lack of Teen Programming funds and suggested partnering to resume the program.
Reports: Treasurer's Report	John	WB Motion: To apply \$4,000.00 from the approved surplus usage in 2018 to pay for the strategic planning meeting and to establish a line item in 2019 reserving \$1,500.00 for subsequent triennial strategic planning meetings. Seconded: FW Carried FW Motion: To accept the Treasurer's Report BH Seconded: Carried
Friends of the Library Report	Lorraine	Despite poor weather conditions, the November 2017 Book Sale raised an impressive \$3,106.00.
Librarian's Report	Wendy	LD Motion: To accept the Librarian's Report WB Seconded: Carried
IN CAMERA	Wally/Wendy	
Next Meeting	Wally	Wednesday, February 21, 2018
Adjournment	Wally	