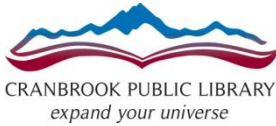


MINUTES



CRANBROOK PUBLIC LIBRARY BOARD REGULAR MEETING

Minutes of the Library Board Meeting held on Wednesday, 18 May 2016 at 7:00 pm in the Manual Training School located beside the Cranbrook Public Library, 1212 2nd Street North, Cranbrook, BC.

PRESENT

Denine Milner, Chair
Norma Blissett, City Council Representative
David Butler
David Clark, Vice Chair
Michael Redfern
James Shepherd
Fred Stevens, RDEK Area C Representative
June Vandenberg, RDEK Area C Representative

ABSENT

Sandy Zeznik

IN ATTENDANCE

STAFF

Ursula Brigl, Chief Librarian
Cindy Friesen, Library Assistant 2

CALL TO ORDER

Chair D. Milner called the regular Library Board meeting to order at 7:02 pm.

(1) **CLOSED MEETING**

No closed meeting.

(2) **ADOPTION OF AGENDA**

Moved by J. Vandenberg and seconded

REGULAR
MEETING, 18 MAY
2016

23-16 THAT the agenda of the Regular Board Meeting of Wednesday, 18 May 2016 be adopted with the addition under 6.5 Policy Review Process.

Carried unanimously.

(3) **DELEGATION**

No delegations appeared at this month's meeting.

(4) **CONSENT AGENDA**

Moved by D. Butler and seconded

CONSENT AGENDA

24-16 THAT the following items contained in the consent agenda be approved and adopted:

- ◆ Minutes of the Regular Library Board Meeting of Wednesday, 20 April 2016
- ◆ Statistics – April 2016
- ◆ Media Clippings
- ◆ Report – Chief Librarian
- ◆ Report – Board Chair

Carried unanimously.

<p><u>FINANCIAL STATEMENT REPORTED SCHEDULE</u></p>	<p>(5)</p>	<p><u>ACTION ITEMS</u></p> <p>The Library Board discussed the Financial Statement Reporting Schedule options presented. Moved by M. Redfern and seconded</p>
	<p>25-16</p>	<p>THAT the Financial Statements be presented three times a year in January, May and September.</p> <p>Carried unanimously.</p>
<p><u>ENDOWMENT FUND CONTRIBUTION CYCLE</u></p>		<p>The Library Board discussed the Endowment Fund Contribution Cycle options presented. Moved by J. Shepherd and seconded</p>
	<p>26-16</p>	<p>THAT contributions to the Cranbrook Public Library Endowment Fund be aligned with the Cranbrook & District Community Foundation’s submission cycle, with the intent to maximize returns on the Library’s fund.</p> <p>Carried unanimously.</p>
	<p>(6)</p>	<p><u>DISCUSSION ITEMS</u></p>
<p><u>BCLTA LIAISON</u></p>		<p>Denine Milner attended the BCLTA Conference on Saturday, 14 May in Richmond, BC. She mentioned that the sessions were very worthwhile and will have a written report for the June meeting.</p>
<p><u>FRIENDS OF THE LIBRARY LIAISON</u></p>		<p>June Vandenberg reported that the Friends’ book shelf made \$438 in April. Emma Feltham, the summer student, was introduced and is keen to start the children’s and teen’s programs.</p> <p>Shellie Hollister stated that half the tables have been booked for the July 9th Summer Shopping Fest from 9-4 at Western Financial Place.</p> <p>Ursula Brigl presented a wish list and \$2,300 was granted to purchase the items.</p> <p>Six Friends’ members will be attending the Volunteer Appreciation dinner on May 27th.</p>
<p><u>KLF LIAISON</u></p>		<p>Fred Stevens highlighted the presentation made by Smitty Miller of the Fraser Valley Regional Library’s mobile library initiative called Library Live and on Tour at the KLF Board meeting held in Creston on Saturday, 30 April. A discussion followed. Norma Blissett asked if the Library was working with the Ktunaxa. Ursula Brigl mentioned the Library already has various programs that are done in conjunction with the Ktunaxa.</p>
<p><u>BC LIBRARIES CONFERENCE REPORT</u></p>		<p>Ursula Brigl reported on the BC Libraries Conference held in Richmond, BC May 10-13th. A discussion followed.</p>
<p><u>POLICY REVIEW PROCESS</u></p>		<p>Denine Milner mentioned that the Policy and Planning Committee consisting of Denine Milner, Dave Butler, and Ursula Brigl will be meeting over the summer and will have a report for the September meeting. Denine also mentioned that the Chair, Vice-Chair, and the Chief Librarian will be meeting May 24th to revise the performance</p>

review process for the chief librarian.

(7)

ADJOURNMENT

Moved by N. Blissett and seconded

27-16 THAT the Regular Board Meeting of 18 May 2016 be adjourned at 8:02 pm.

Carried unanimously.

Denine Milner, Chair

I hereby certify these minutes are correct.