

TRAIL AND DISTRICT PUBLIC LIBRARY BOARD

Minutes

Regular Open Meeting

1505 Bay Avenue, Trail, B.C.
Wednesday, June 19, 2019
3:00 PM

PRESENT: Jeff Jones, Chair
Joanne Beetstra, Vice Chair
Gilbert Champagne
Win Mott
Sherri Smith (left at 3:28)
Samantha Murphy, Library Director

REGRETS: Lorne Swayze
Colleen Jones Council Representative (Councilor Dobie attended in her place)

CALL TO ORDER:

Chair J. Jones called the meeting to order at 3:00 p.m.

ADOPTION OF AGENDA

Moved by J. Beetstra, seconded by W. Mott AND RESOLVED THAT:

The Agenda for the May 15, 2019 meeting be adopted as circulated.

ADOPTION OF MINUTES

Moved by, G. Champagne, seconded by J. Beetstra AND RESOLVED THAT:

The Minutes from the June 19, 2019 Regular Meeting, be adopted.

LIBRARY DIRECTOR'S UPDATES

- Accomplishments and programs were shared with the Board.
- The quote for installation of drawbridge at front desk was discussed. The Library Director was asked to seek further quotes.
- Policy regarding changes in provincial requirements and library policy relative to violence in the workplace.
- Staff BBQ following first Board Meeting in the fall.

BOARD MEMBERSHIP

The Board agreed that advertising for new members should be done over the summer. As well, individuals who are nearing the end of their terms should be notified by the City.

STRATEGIC PLANNING PROCESS

Moved by W. Mott, seconded by G. Champagne AND RESOLVED THAT:

THAT the Library Director bring to the first Board Meeting of September, 2019 a proposed process and timeline for strategic planning that includes public and staff consultation.

BUDGET DEVELOPMENT

Moved by G. Champagne, seconded by W. Mott AND RESOLVED THAT:

THAT the Library Director work with the Finance Committee to bring to the first Board Meeting of September, 2019, a proposed process and timeline for the development of the 2020 Budget..

COMMITTEE REPORTS

A. Finance

The Board reviewed the financial summary for the months ending May 31 were reviewed.

B. Policy and Procedures

C. Personnel

The Board has appointed Samantha Murphy as Library Director.

D. Fundraising

E. Building

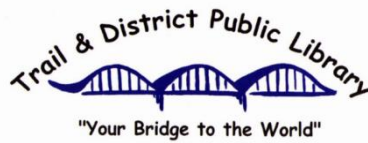
F. KLF

- Trustee Orientation Program – Sept 21 at the Nelson Library, 9-4
- Newsletter as attached to the agenda.

ADJOURNMENT

The meeting adjourned at 4:52 p.m.





Library Director's Report for June 19th, 2019

Highlights:

- Library Board Chair and the Library Director attended the Governance and Operations Committee meeting on June 10th.
- Council has endorsed the Library's proposal to change the operating hours of the Riverfront Centre.
- Sarah and Samantha will be working on a communication plan to inform the public of the change that will be implemented in September.
- The GIANT book sale raised over \$500.00. Approx. 150 people attended.
- The Community Technology grant was submitted on Monday June 17th.
- Fortis book club grant will be submitted next week.

Staffing:

- Assistant Librarian will be on medical leave for 2 weeks starting June 24th. There will be an internal shift of staff to accommodate the staffing schedule.
- Staff attended their first team building experience on Monday May 27th. A big thank you to the Board for the opportunity and for recognising the importance of such activities.

Up Coming Events:

- Library and Museum will be collaborating on an appreciation lunch for the Library and Historical Society Boards and Friends of the Library. It will be held in the Multipurpose Room on August 21st at 11:30am.
- The Library will be hosting its first Family STEAM Day – RIVERFRONT STYLE (Science, Technology, Engineering, Archives, Museum) on Friday August 2nd. Participants will visit a number of stations inside and outside the building with various STEAM themed activities and Steam Truck will be onsite for the day.
- Pico's Puppet Theatre will be presenting their show in the White Garden on August 12th.
- Pride celebration will be held in the White Garden on Saturday August 31st.

Programming and Services:

- The Library Director is in the process of developing a new model for programming expenses and staffing for the fall.

Children's Programming:

- SRC registration began June 3rd, with thirty-two people registering online in the first two days!
- Summer students attended a SRC workshop in Castlegar on Friday June 14th.
- Activities planned for SRC include: performances from Pico's Puppet Theatre, The Gold Fever Follies and a visit with a horse from Little Oasis Equine- Equine Assisted Learning. SRC will finish with a wrap up party on August 16th.
- TDPL and CBAL are hosting 4 extra weeks of Mother Goose in the White Garden beginning on Tuesday July 2nd.

Adult Programming:

- Interior Design Workshop "Design Do's and Don'ts" was held last night.
- Win Mott author talk was hosted at the Library on June 12th. Thank you Win!

Building Report:

- Attached is a quote from the City of Trail for installation of two security doors at the circulation desk.
- Bridge outside of the Multipurpose Room will be operational in time for SRC. The City of Trail will be implementing a new user fee to use the park for events in the future. The Library will be adopting the City's policy on a park sweep before programming.
- Violence in the workplace building policies have been updated following a WorkSafe Incident Investigation meeting with Trisha Davison regarding the assault that happened in April.

Collection Development:

- Assistant Librarian and Pages have been working additional hours in June in an effort to complete weeding of the collections and review missing categories in the non-fiction collection.

Circulation and Library Use:

- New membership statistics: Adult 30 – Juvenile 5.
- Monthly circulation for May: 3536 items circulated, 84% of circulation was from Trail residents.
- In person door count for May was 8744.

Interlibrary Connect:

- During the month of May the Interlibrary Connect System allowed patrons to receive 73 borrowed items from other Libraries. We loaned out 210 items.

Friends of the Library:

- Agreed to support the Library's request for a financial donation to the Community Technology Program.
- YAN and the Library will be partnering in the fall for a Youth Book Club, the Friends will be purchasing the books for this new venture.