

# TRAIL AND DISTRICT PUBLIC LIBRARY BOARD

## Minutes

### Regular Open Meeting

1505 Bay Avenue, Trail, B.C.

Wednesday, May 15, 2019

3:00 PM

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**PRESENT:** Jeff Jones, Chair  
Gilbert Champagne  
Win Mott  
Sherri Smith (left at 3:55)  
Samantha Murphy, Library Director

**REGRETS:** Joanne Beetstra  
Lorne Swayze  
Colleen Jones Council Representative

#### **CALL TO ORDER:**

Chair J. Jones called the meeting to order at 3:07 p.m.

#### **ACKNOWLEDGEMENT OF VISITORS**

Ashley Ruggiero, representing Grant Thornton LLP

#### **ADOPTION OF AGENDA**

**Moved by** S. Smith, 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 W. Mott AND RESOLVED THAT:

The Minutes from the March 20, 2019 Regular Meeting, be adopted.

#### **PRESENTATION OF THE AUDITED FINANCIAL STATEMENTS**

Ashley Ruggiero, representing Grant Thornton LLP presented the Audited Financial Statements.

**Moved by**, S. Smith, seconded by W. Mott AND RESOLVED THAT:

The audited financial statements as presented be received.

#### **LIBRARY DIRECTOR'S UPDATES**

- Monthly Update Report - attached
- Front Counter Drawbridge Risk Assessment and Mitigation

- The front counter drawbridge was deemed to be dangerous so it was removed. Ms. Murphy is exploring alternatives for the installation of a gate – dependent on whether the City of Trail will complete the repair in its role as building owner.
- Report on recent news article relative to an incident at the Riverfront Centre. The Board was satisfied with the background and the description of how the incident was managed. It was important to note that the incident occurred against an employee of the Museum and was incorrectly reported in the newspaper.

### **QUARTERLY REPORT**

**Moved by**, S. Smith, seconded by G. Champagne AND RESOLVED THAT:

The Quarterly Report for the first quarter of 2019 be edited and then submitted to the City for Council.

### **PROPOSED CHANGE TO HOURS OF OPERATION**

The Board reviewed a report in which proposed new hours were presented.

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

The Board support the proposed change hours of operation for the Riverfront Centre and that the Chair communicate this to City Council.

### **COMMITTEE'S TERMS OF REFERENCE**

The Board reviewed the draft terms of reference and agreed by consensus that this item would be brought to the next meeting when the author will be present.

### **COMMITTEE REPORTS**

- A. Finance  
The Board reviewed the financial summary for the months ending March 31 and April 30, 2019.
- B. Policy and Procedures
- C. Personnel  
The Board has appointed Samantha Murphy as Library Director.
- D. Fundraising
- E. Building
- F. KLF

### **ADJOURNMENT**

The meeting adjourned at 4:35 p.m.

The next meeting of the Board will be June 19, 2019 at 3:00 PM.

