

TRAIL AND DISTRICT PUBLIC LIBRARY BOARD

Minutes

Regular Open Meeting

1505 Bay Avenue, Trail, B.C.
Wednesday, October 16, 2019
3:00 PM

PRESENT: Jeff Jones, Chair
Joanne Beetstra, Vice Chair
Gilbert Champagne
Win Mott
Colleen Jones, Council Representative
Samantha Murphy, Library Director

REGRETS: Sherri Smith
Lorne Swayze

CALL TO ORDER:

Chair J. Jones called the meeting to order at 3:11 p.m.

ADOPTION OF AGENDA

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

The Agenda for the October 16, 2019 meeting be adopted as circulated.

OLD BUSINESS

TRUSTEE ORIENTATION AND DEVELOPMENT

J. Beetstra and S. Murphy reported on the development of a process and plan for orientation for newly appointed Trustees, and for ongoing development for all members of the Board. By consensus it was agreed that J. Beetstra and S. Murphy will bring to the next meeting a proposed timeline for Trustee Orientation opportunities for those who are newly appointed.

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

Trustee Orientation and Development become a standing item on the Board's regular meeting agendas.

ADOPTION OF MINUTES

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

The Minutes from the Regular Open June 19, 2019 meeting, be adopted as amended.

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

The Minutes from the Regular Open September 18, 2019 meeting, be adopted as amended..

LIBRARY DIRECTOR'S UPDATES

- The Library Director's October 16 report was reviewed by the Board. Highlights, Staffing, Upcoming Events, Strategic Planning, Budget Planning and Programming and Services were reviewed.

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

The Position Description for the role of Circulation Desk Team Leader be brought to the next meeting in consideration of the Director's request to add that role.

- Proposed policy changes were received by the Board and will be brought to the next meeting for further consideration and adoption

BOARD MEMBERSHIP

C. Jones reported that Elizabeth Thorburn and Maureen Weddell have been appointed to the Library Board by City Council, as recommended by the Board.

FINANCE

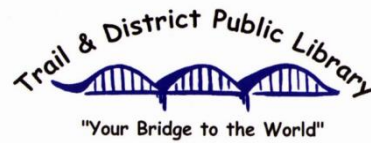
Moved by W. Mott, seconded by G. Champagne AND RESOLVED THAT:

The Statements for June, July and August be received.

ADJOURNMENT

The meeting adjourned at 4:45 p.m.

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.



Library Director's Report for October 16th, 2019

Highlights:

- Murphy Family Foundation donation was made public end of September. In addition to a press release in the Trail Times, a thank you was published in the September newsletter, on the Library website, posted to social media and BCLA will be highlighting in their upcoming news letter.
- CBT grant update.
- TDPL Policies have been updated – Library Director will distribute changes for the Board to approve at next Board meeting. (carried over from last meeting)
- Library Director and Vice Chair will be attending LDAG in Fernie on October 18th and 19th. Items on the agenda include loaning laptops, legal and labour consulting and indigenous knowledge.
- During the Friends of the Library AGM on October 4th, Joanne McMeekin was voted in as the new President for the Friends of the Library.

Staffing:

- Library Director is participating in Collection Development and Management course and Applied Leadership through Selkirk College and The American Library Association.
- Library and City staff participated in a Prevention of workplace violence training on October 7th, hosted by the Fiore Group at the Riverfront Centre.

Upcoming Events :

- TDPL will be participating in Spooktacular on October 26th, 2019. Activities will include a pumpkin patch (pumpkins can be purchased by donation in the alley by the bridge), apple cider and crafts in the Multi-purpose room.
- Warfield Outreach- this year the Library will have a presence at the Haunted Walk on Arnold Way in Warfield. The Library will be issuing Library cards and programming information.

Strategic Planning:

- Gary Ockenden, advisor for the Non-Profit Advisor Program had asked consultant Lesley Beatson for an outline of the anticipated work and estimate of hours for consultation during the Strategic Planning process for the Library.
- The Library staff would like to thank Joanne Beetstra for warm introduction to the Workshop on Friday October 4th.
- The Library Director and Library staff are in the process of putting together community consultation ideas and questions for the Library Board's review.

2020 Budget Planning:

- Librarians and Director met on Friday October 11th to discuss capital expenses for the upcoming 2020 budget. The main focus was on; subscriptions, databases, print and audiovisual materials.
- Alisa Kennedy from the City of Trail, and Samantha met on Wednesday October 9th, to discuss; insurance, staffing and payroll, upcoming grant transactions, GL codes.
- Alisa made budget updates passed by the board at the September meeting

Programming and Services:

Children's Programming:

- Children's programming is off to a good start with average enrollment. Danielle's transition into the roll of Children's Programmer has been seamless and well received by Library staff and children attending programs.

Adult Programming:

- Riverside Readers had their first meeting on Oct 1st, the first book of discussion was Washington Black. "Eleanor Oliphant is completely Fine" is the second book, discussion will take place on Tuesday November 5th at Trail Coffee and Tea House.

Collection Development:

- Library staff are in the process of integrating Science fiction genre into the Fiction collection
- Children's picture book collection

Circulation and Library Use September 2019:

- New membership statistics: Adult – 30 and Juvenile – 3
- Monthly circulation: 4174 items
- In person door count for September: 6511