

# TRAIL AND DISTRICT PUBLIC LIBRARY BOARD

## Minutes

### Regular Open Meeting

1505 Bay Avenue, Trail, B.C.  
Wednesday, September 18, 2019  
3:00 PM

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**PRESENT:** Jeff Jones, Chair  
Joanne Beetstra, Vice Chair  
Gilbert Champagne  
Win Mott  
Lorne Swayze (Left at 4:05)  
Colleen Jones Council Representative  
Samantha Murphy, Library Director

**REGRETS:** Sherri Smith

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

Chair J. Jones called the meeting to order at 3:10 p.m.

#### **ADOPTION OF AGENDA**

The minutes of the June 19 Open Meeting were missing from the Agenda and so Adoption of Minutes to be moved to the October meeting.

**Moved by** J. Beetstra, seconded by L. Swayze AND RESOLVED THAT:

The Agenda for the September 18, 2019 meeting be adopted as amended.

#### **ADOPTION OF MINUTES**

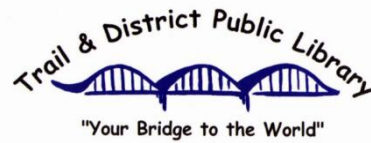
Moved to October Meeting

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

- The Library Director's September 18 report was reviewed by the Board. Highlights, Summer Events Recap, Programming and Services, Adult Programming, Building Report, Collection Development and Circulation and Library Use statistics were included.
- The Director will consult with Staff regarding preferences for Christmas Celebrations.

#### **BOARD MEMBERSHIP**

Chair Jones reported that there had been some interest and that Board Members would be invited to meet potential candidates to be recommended to City Council.



**AMENDED 2019 BUDGET**

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

An additional Credit Card with a credit limit of \$7000.00 be approved as a purchasing vehicle for the CBT Grant funds.

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

\$300.00 from 01-2-1450-320 (Library Director Conferences) and \$1900.00 from underspent personnel funding be transferred to 01-2-1450-326 (Staff Appreciation).

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

Funds from 01-2-1850-600 (Capital – Fundraising) be used to support:

- Computer drops and electrical outlets
- Wi-Fi upgrade to support portable classrooms \$15,000
- YA upgrades – shelving and new chairs
- Temporary Transfer of \$14,000 from fundraising to be repaid when funding from the CBT Grant is received in 2021 and 2022.

**STRATEGIC PLANNING PROCESS**

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

The proposed process and timeline for strategic planning as presented by the Library Director, with the understanding that there needs to be flexibility in the timeline, be approved.

**Moved by** J. Beetstra, seconded by C. Jones AND RESOLVED THAT:

The Library Director make application for funding to support the strategic planning process.

**BUDGET DEVELOPMENT**

**Moved by** W. Mott, seconded by C. Jones AND RESOLVED THAT:

The process and timeline for budget development as parented by the Library Director be approved, with the expectation that staff be involved and that there be more than one opportunity for review and input by the Board.

The Board agreed to adjourn the meeting at 5:00 and move the remainder of the Agenda to the next meeting.

**ADJOURNMENT**

The meeting adjourned at 5:00 p.m.

## Library Director's Report for September 18<sup>th</sup>, 2019

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### **Highlights:**

- Library Board Chair and the Library Director attended the Governance and Operations Committee meeting on August 19<sup>th</sup>, 2019.
- 20 million in 2020 Campaign – The Library Director and Lisa Pasin, Mayor from the City of Trail wrote letters of support for the campaign to our local MLA and Minister of Education. City council members will be addressing the campaign at the 2019 BCMA this fall. The Trail & District Public Library (TDPL) is very grateful Mayor Pasin and City Council recognize the importance of this Public Library Campaign.
- Columbia Basin Trust (CBT) Community Technology Grant application was successful – thank you to everyone who supported this application.
- Murphy Family Foundation proposal was accepted.
- Application for CBT Non-profit Advisor Program is awaiting approval.
- TDPL Policies have been updated – Library Director will distribute changes for the Board to approve at next Board meeting.

### **Staffing:**

- Part-time Children's Programmer was hired to cover parental leave.
- Casual Librarian was hired for vacation coverage and Saturdays in the fall.
- As of September 3<sup>rd</sup>, additional Library staff will be required evenings and Saturdays to cover VIC and Gift Shop.
- Library Director will be attending LDAG in Fernie on October 18<sup>th</sup>- 19<sup>th</sup>.
- Monday, October 7<sup>th</sup> the Riverfront Centre (RFC) will be hosting two – Prevention of Workplace Violence workshops, hosted by BC Municipal Safety Association and presented by the Fiore Group. Staff from the RFC and the City of Trail will be participating.
- Summer students said "goodbye" and returned to their studies last week of August.

### **Summer Events Recap:**

- Library and Museum collaborated on an appreciation lunch for the Library and Historical Society Boards and Friends of the Library.
- The Library hosted its first Family STEAM Day – RIVERFRONT STYLE (Science, Technology, Engineering, Archives and Museum).
- Summer Reading Club (SRC) was a huge success. TDPL would like to thank all of its SRC supporters. A list can be found on our website and in the September newsletter.

### **Programming and Services:**

#### **Children's Programming:**

- Fall programming block consisting of six children's programs over a ten week period kicks off the week of September 23<sup>rd</sup>.
- Smoke Eaters have committed to Story Time and signing hockey cards on November 29<sup>th</sup> in celebration of 70<sup>th</sup> year anniversary of the Memorial Centre.

#### **Adult Programming:**

- TDPL attended Selkirk College's student orientation for the first time in September.
- CBAL and TDPL will be hosting the Community Learning Place together for ten weeks beginning on Friday September 27<sup>th</sup> @ 9:30am.

- Riverside Readers will be celebrating its new book club by reading Washington Black; the first meeting will be taking place at Trail Coffee and Tea on Tuesday October 1<sup>st</sup>.
- Paige Lennox will be presenting an End of Life Planning workshop on October 18<sup>th</sup>.

### **Building Report:**

#### **Hour of Operation**

- New hours of operation at the RFC took effect on September 3<sup>rd</sup>. The response has been positive from staff and patrons.

#### **Circulation Desk Gates**

- In addition to the HIL-TECH quote obtained by the City of Trail in the spring for two security gates at the circulation desk, quotes were requested from Sieb Contracting Ltd. and Bryce Comer Woodworks.
- Installation is scheduled for Friday November 1<sup>st</sup> with Bryce Comer Woodworks.

#### **Building Upgrades**

- Acoustic panel installation by Rocky Mountain Media will begin in early December after fall programming is complete.
- Library Director and Duane Birnie are looking at installing additional data drops on both floors of RFC and upgrading Wi-Fi in programming locations to support new portable classrooms.

### **Collection Development:**

- TDPL is in the process of updating its Law Collection.
- Library Director and Speed Pro are looking into permanent signage for the collection.

### **Circulation and Library Use for June July and August 2019:**

- New membership statistics: Adult – 74 and Juvenile – 12
- Monthly circulation: 13,785
- In person door count for June, July and August: 24,362