

**Trail and District Public Library**  
**Regular Meeting Minutes**  
**Wednesday, April 19, 2023**  
Trail Library Meeting Room  
1505 Bay Ave, Trail BC

**In Attendance:** Jeff Jones - Chair  
Joanne Beestra - Vice Chair  
Maureen Weddell - Secretary  
Catherine McCormick  
Nick Cashol - City of Trail  
Sam Murphy - Library Director

**Regrets:** Janet Bodnarchuk  
Jackie Patridge  
Mark Wilson

**Call to Order:** 3:08 PM

**1. Adopt Agenda**

With Additions : CAO-City of Trail- Colin McClure will join meeting at 3:30

**Motion:** 1. Catherine McCormick 2. Maureen Weddell **Carried**

**2. Approve Minutes** of February 15, 2023 meeting

**Motion:** 1. Nick Cashol 2. Catherine McCormick **Carried**

**3. Library Director's Updates and Report**

- Highlights**
- Patron Survey is looking good
  - Provincial Grant \$33,000 per yr for 3 years will be allocated to
    - Further community outreach
    - Collections
    - any other ideas for next meeting
  - Will move some of these funds into savings account with higher interest rate for now

**Motion to receive report** 1. Joanne Beestra 2. Cathrine McCormick **Carried**

#### 4. Guest- CAO-City of Trail - Colin McClure

Colin McClure CAO - City of Trail joined the meeting to discuss our draft YE financial statements.

- suggestion to have our audit come under the city as a secondary statement umbrella as is done in Nelson - save fees for Audit
- What he is looking at is how we record prepaid expenses, such as purchasing software with a 5 yr license
- Tracking and accounting of reserved funds and restricted funds
- Realization the library has exceptional value in the community when times are tough IE: loaning of materials and participation in programs
- Looking at building operations and what portion is allocated to the operation of the library; how are utilities and insurance etc allocated under a city owned building
- City provides IT and accounting services

**Motion:** to receive report from CAO 1. Joanne Beestra 2. Catherine McCormick

**Carried**

#### 5. Correspondence

Letter from Katrine Conroy regarding enhancement grant

**Motion:** to receive correspondence 1. Maureen Weddell 2. Nick Cashol **Carried**

#### 5. Indigenous and Evolving Italian Heritage Project

Received grants for Moccasin workshops

Lots of programming and workshops around national indigenous day

Sarah Benson-Lord is looking into the beginnings and scope of the Italian Heritage project

#### 6. Welcoming message for website - Sam Murphy

Input from Library staff asks to change "is a welcoming" to "strives to be"

**Proposed Statement:**

The Trail and District Public Library strives to be a safe and inclusive space for all members of our community.

**Motion:** to approve for website as amended

1. Nick Cashol
2. Catherine McCormick

**Carried**

#### 7. Trustee Orientation and Development - Joanne Beetsra

Joanne Beestra presented the findings of the Trustee survey

- Topics of interest was hearing from staff about programming and trends, would like to hear from a staff perrson at meetings, just a small update on what they do.
- Generally board members felt they were on a need to know or nice to know

about most topics of importance.

- The trends in/for Libraries was a topic of learning interest for the board

## **8. Committee Reports**

### A. Finance

On target - business as usual, grant money has not been addressed yet.

**Motion:** To accept March 31 financial Summary

1. Catherine McCormick 2. Nick Cashol

**Carried**

### B. Governance N/A

C. KLF N/A Meetings in Grand Forks upcoming

D. Personnel - Proposed professional development camp for a staff member with sight disability.

## **9. Meeting evaluation and roundtable**

- Liked the presentation by CAO- Chair will send a thank you

- Appreciate the open discussions

- would like to meet staff to find out what they do

- send card to all staff thanking them for their work in the library under what can be trying situations

**11. Adjournment** 4:23 PM 1. Nick Cashol