

Trail & District Public Library Meeting

May 16, 2018

Library Conference Room @ 3:00

Acknowledge Visitors: Sheila Kendrick, President of the Tuesday Moring Quilters donated a quilt to be used as a fundraiser. Members of Canadian Quilters did the Slab Quilt top with the local group adding backing and quilting.

Attending: Winfield Mott, Lorne Swayze, Jeff Jones, Gilbert Champagne, Sherri Smith Robert Cacchioni, Carol Dobie, Colleen Jones and Kathryn Foley.

Regrets: Joanne McMeekin, Lenora Hardisty

Approval of the Agenda – moved by J. Jones and seconded by L. Swayze

Approval of minutes from April 16 2018 – moved by W. Mott and seconded by C. Dobie; Carried

Unfinished Business

- a) Library Board Committee appointments – standing as those appointed in February
- b) Voting for Library Board positions – J. Jones appointed to Vice Chair by acclamation.
- c) Bargaining Update – moved to Closed
- d) Training for new Library Board members – KLF (Kootenay Library Foundation)
- e) S. Smith , W. Mott and K. Foley will attend May 26th in Trail others will consider the next session in Creston June 23rd 2018

New business – none at this time

Reports

- a) Library Director's Report – as attached
- b) Finance Committee – G. Champagne and J. Jones will be forwarded the monthly financials
- c) Policy & Procedures – None at this time
- d) Personnel Committee – Library Director reported the quality of the Summer Student applicants was very high. Melanie Lunde was hired on May 11th for 75 days.

e) Fund Raising Committee –

- a. Action: K. Foley to have tickets made for the Quilt Raffle \$5.00 per ticket; to start selling at the Healthy Lifestyle Expo June 8th and 9th.
- b. Action C. Jones to apply for a table at the Expo.
- c. Action: K. Foley to organize staffing a booth at the Expo.

f) Building Committee

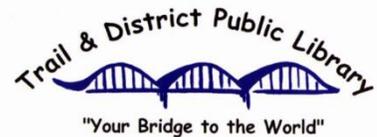
g) Kootenay Library Foundation:

- a. Library Directors Advisors Group (LDAG) June 8 at the Riverfront Centre.
- b. Library Trustees for Kootenay Library Federation meeting June 9th at RC.

Closed Session

Correspondence - None

Next Meeting June 20, 2018 3:00 p.m.



Library Director's Board Report May16th 2018

Library Highlights

- We recognize the new to the Riverfront Centre visitors by their wide-eyed admiration. We saw 2214 during Silver City Days, many with complements: “The view from the 2nd floor is magnificent!”
- Thursday evening Friends of the Library had Reader Rabbit attending Passeggiatta and overheard our favourite comment to date. One of four preschool children at the Midway said to mother after two rides – “We want to go to the library.”
- Reader Rabbit entertained the nearby crowds while they awaited the parade.

Staffing

- CUPE 2087 have an Agreement in principle.
- May 11th 2018 Melanie Lunde was hired as the Summer Reading Student. The quality of applicants this year was impressive; we had difficulties choosing. Melanie is a good fit with her prior knowledge of libraries and her new focus on a post graduation Education degree.

Professional Development:

- E. Lundine and K. Foley will be taking Occupational Health and Safety Committee training part 1 on May 29th in Castlegar.
- Staff continue to take webinars in preparation for the changes in the update to Sitka coming on the long weekend.
- S. King is evaluating a course database for relevance to staff and patrons.

Programming and Services:

- **Children's Programming**

Regular programming is bringing in good numbers. The sound issue has been ameliorated through a change of set-up and awareness of noise levels.

School Class visits of grades 3 – 6 from all three Elementary Schools will keep us busy throughout May and June.

Summer Reading Club is in planning stages. Hiring our Summer Student will expedite our preparations.

- **Adult Programming**

Sixteen attended 'The Many Gifts of the Columbia' a talk by Eileen Delehanty Pearkes.

S. King is again offering **Gadget training**.

Beginner card making series at the Trail & District Public Library Tuesday May 15th 6:30 to 8:00 pm

Author, painter and illustrator **Lou A. McKee** presents her newly published illustrated journal of her adventures on the west coast of Vancouver Island '**Klee Wyck Journal: the making of a Wilderness Retreat**' Wednesday **May 16th** at **2:00 pm** at the **Riverfront Centre**.

- **Friends of the Library**

- **Membership Drive** – April 13 & 14 did not bring in the usual number of new members even though it was held on the day of the Volunteer Tea.

- **New procedures** continue to be adjusted.

- **Storage** – we have moved all we have space for into the Riverfront Centre and 'Got Junk' takes everything from the old facility on May 14th. We will be clear by the deadline of May 15th, 2018.

- **Reference Services** we are keeping the Librarian's Office door open more often, with a sign that informs patrons that a Librarian is available for their assistance.
- **Interlibrary loans** borrowed by our patrons have decreased, partly due to the closure, however this continued into April; those lent by us to other libraries increased significantly in April.
- **Interlibrary Connect** – May 1st Trail & District Public Library had this service turned on in our integrated loan system, Sitka. Patrons are able to change their search from "Trail & District Public Library" to "BC Interlibrary Connect" and initiated holds on books found in other libraries. This service is already adding to our packaging and postage duties.

Collection Development:

New to us books that are copyrighted over 12 months ago were returned to their correct location as patrons were finding them difficult to locate.

Staff are back to working on numbering the books in series.

Acquisitions of new items and patron suggestions are ongoing. People are vocal about their appreciation of the wide variety of genres.

Statistics:

- **Reference statistics** soared as visitors and patrons explored the new facility and signed up for membership.
- **Circulation and Library Use:**
 - **9,003 In-person visits** in April almost made up for visits lost while closed in February and March
 - Total circulation of e-materials was down in January however is up for the next three months.
 - In-house use of materials was over 150% of April 2017.
 - Virtual visits rebounded after reduced traffic during the closure.

Technology & Upgrades:

- **Userful** has been experiencing difficulties communication with authentication of Membership Cards. The public are anxious to have printing services restored.

Kathryn Foley