

Trail & District Public Library Board Meeting Minutes – September 18, 2018

- I. Acknowledge Visitors: None
- II. Board Members in Attendance- Win Mott, Lorne Swayze, Jeff Jones, Gilbert Champagne, Sherri Smith, Colleen Jones – Board Chairperson , Kathryn Foley – Library Director. Regrets from Robert Cacchioni
- III. Approval of the Agenda – M/S/C – JJ/WM
- IV. Approval of minutes from June 20, 2018 M/S/C – GC/JJ
- V. Unfinished Business
 - a.) Quarterly Report to City Council – moved by email and presented by Chair and Director
 - b.) Schedule of yearly Reports from Library Director – After discussion request made that it be resent to everyone
 - c.) Proposed Schedule for development of Annual Budget
 - a. After discussion request made that it be resent to everyone
 - b. Finance Chair G. Champagne is available in early October for consultation
 - d.) Schedule of staff evaluations – All evaluations to be completed by October 24th 2018
- VI. New business
 - a) Board self-examination and Strategic Planning Process
 - a. S. Boch is not available, City of Trail checking for other conveners
 - b. Information from Tracy last March will start the discussion
 - c. Possibility of a survey on Survey Monkey sent in November to names of those who sign up for the Library Newsletter in October
- VII. Reports
 - a) Library Director's Report – see attached

- b) Finance Committee- will await a send draft of the 2019 Budget
- c) Policy & Procedures- Lorne Swayze report tabled to October meeting
- d) Personnel Committee – Covered in Library Director’s Report
- e) Fund Raising Committee –Board Chair Colleen Jones will work with Samantha Murphy on a poster and tickets for the donated quilt. It will be drawn December 8th 2018.
- f) Building Committee - the Riverfront Center Advisory Committee had its second quarterly meeting September 18th
- g) KLF- Library Director will attend both the Director’s meeting and the Trustees meeting in October

Motion to move into the closed meeting by R. Cacchioni, second by W. Mott and carried

VIII. Closed Session

- IX. Correspondence – Joanne McMeekin advised the Library Chair that she will be regretfully resigning from the Board for health reasons.

Adjourned at 5:45 by Gilbert Champagne

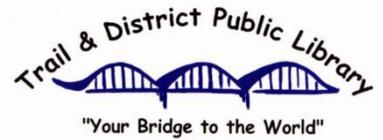
Next meeting will be October 24th at 3:00, at the Riverfront Center with Strategic Planning following with supper included.

Respectfully submitted

Colleen Jones – Board Chairperson

Kathryn Foley- Library Director

Library Director's Board Report September 18th 2018



Library Highlights

- July and August saw many children at the Riverfront Centre for summer reading programs, finding books and DVDs, using computers and enjoying games and the space.
- **Summer Reading Club** was a success.
 - We hired two Summer Students who brought enthusiasm and energy to the many programs we offered.
 - Highlights of the summer included guests Andrew Kim (the Musical Scientist), Dannika Soukoroff, Little Oasis and Gold Fever Follies. For some of these we reconfigured the Children's Area – this worked very well and allowed us to have up to 100 attendees for program's; where as the Multi-purpose room has a capacity of 40.
 - We had tweens and teens attending programs and have fall offerings that will build on these beginnings.
- **Fall Programs** start the week of September 17th, 2018; brochures are available at the Circulation Desk. We have registration online, in person and over the phone.
- **Displays** are continually changing thanks to the hard work of many staff. In the Maker space we have 'Banned Books,' in the Teck Commons 'Back to School,' 'Helping Bees' in the Children's Section.
- **September** has Library Staff assuming the tasks of the Gift Shop and Visitor's Centre; lots more statistics to write up. Adult Programming started with Author visits; a full offering of programs for children of all ages just begun.
- **The Summer Students** have finished their summer tasks and two have been hired!

Staffing:

- September saw the Circulation Staff take on the tasks of taking money for the Gift Shop, assisting Visitors and recording statistics. We have instituted monthly meetings to track issues, and improve service and recording of statistics.
- We have hired from within a Statistics Clerk, Samantha Murphy, promoted to fulltime our Circulation Clerk Stacey Boden, and hired two summer students Ryan Buckley, Part-Time, and Addison Oberg, On-call.
- We were able to hire an On-call Librarian Assistant, Lori Rieberger to fulfill the duties of our regular staff member on medical leave.
- All additional staff are local residents.
- Deb Bray will return as a Page beginning in October. Marie Skinner hopes to return with a modified work plan sometime in October.

Professional Development:

- Four Circulation Staff took an online four hour five unit training program for assistance to visitors and recording statistics.
- Donna Tremblay is into her 4th Library Management course from Royal Roads.

Programming and Services:

- **Children's Programming** – offers opportunities to children newborn to aged 12.
Teen Programming will build from our summer successes
- **Adult Programming**
 - We are exploring additional methods of promotion to increase participation at the planned Author Readings. Please attend if you are able and promote for us.
- **Community Outreach:**
 - Sunnyside story time in the summer was attended by 26 children and 4 adults
 - People are requesting tours; over 30 students from Selkirk visited in September.
- **Friends of the Library**
 - Have provided colourful vests and bowties for our 'Reader Rabbit' mascot; who attended the Hockey Game September 14th and will appear at other City events.
- **Reference Services** statistics recorded in July Adults 256, Children 121 and in August 348 Adults and 131 Children requests to find authors, titles or subjects on our shelves and from other libraries.
- **Reference Statistics** continued to be up over 2017 however were down from the last quarter as more people were repeat patrons, and even repeat patrons bringing their visitors. These repeat patrons demonstrate enthusiastic familiarity with our facility.
- **Interlibrary Connect**
 - Our Loaning System enabled local patrons to receive 46 books in July and 47 in August from other libraries; we loaned 179 in July and 69 in August; demonstrating the depth and range of our collection.

Collection Development:

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

- **Future:** The projects of “Enhanced Multicultural Collection” and increased wayfinding for the collection are ongoing. Our Librarian Assistant will assist.
- **Circulation and Library Use:**
 - **Membership: New members** 48 Adults and 24 Juveniles in July and 44 Adults and 21 Juveniles in August.
 - **Monthly Circulation** was over 4620 in July and 4504 in August.
 - **In house use** of materials was 1903 in July and 2120 in August
 - **Directional Questions** were 447 in July and 475 in August
 - There were more children users in July however August saw an increase in tourist visits.

Library Cards: As Membership has continued to rise we need to look at our Library Cards and order more. There has been interest expressed in the acquisition of an extra card to attach to a ring of keys.

Respectfully Submitted:

Kathryn Foley Library Director