

Draft Meeting Minutes – Monday April 8th, 2019

The regular meeting of the Board of Directors convened at 5:30pm at the Salmo Library with the following in attendance.

Trustees: Valene Foster, Judi Cozzetto, Pat Goulden, Hans Cunningham, Keith Kemp, Jennifer Endersby, Sally Albert, Janet Peirce
Staff: Taylor Caron, Gloria Currie (Bookkeeper)

- **Call to Order:** at 5:30 by Valene Foster, Chair
- **Approval of Agenda:** Moved by Pat, 2nd by Judi - Approved by consensus
- **Approval of Previous Minutes:** Minutes from March 11th, 2019. Pat moved for approval with spelling correction and Janet seconded. - Approved by consensus
- **New Business:**

Bookkeeper - Gloria Currie was available for questions about the library financials and a discussion was had. Gloria broke down the Balance Sheet and how the assets, liabilities and equity are presented and balanced. It was explained that under Equity, the line for Operating Reserve (which at the time was \$39,329) are the funds available to stabilize our finances by providing a cushion against unexpected events, losses of income, and/or a large unbudgeted expense. Janet suggested that we should have it clearly stated somewhere what these funds are for, so as to avoid confusion in the future.

It was asked if we could put some of the funds in the KSCU Summit Savings (which at the time was \$47,908) into a better long-term savings so as to make more interest. Gloria suggested to take no more than \$10,000-\$15,000 from these funds, as it could make us short at times of the year when we are waiting for our funding from the Province or the Village/RDCK. Taylor will set up an appointment at KSCU and we will ask what kind of terms are available to us.

Gloria also noted that term deposits would need a board motion.

- **Correspondence:**
 - **KSCU:** We have received a letter regarding our current Credit Card with Mastercard. We will need to make an appointment with the bank to set up a new Credit Card, as our old one will be no longer available. We would like a card that we could potentially use for cash-back benefits. Taylor has already set a date with KSCU for Tuesday, April 16th and Judi will join her for this meeting.
 - ABCPLD updated Bylaws and Constitution, was shared. Taylor registered and updated our information with this organization.
 - We received a letter from Barristers Nasmyth Morrow & Bogusz to notify the library that Phyllis Tatum named the library as one of the beneficiaries in her will.
 - Ministry of Education letter stating that library funding will be stable for the next 3 years.
- **Financial Report:**
 - **Report from Treasurer:** Financial Report for March 31st, 2019 was discussed. Judi moved and Pat 2nd that the financial report of March 31st 2019 be accepted as presented.
Approved by consensus. CARRIED
 - Expansion Funds reserve: Once all the final bills are paid for the final shelving, we will be able to close this account. We will need a motion to close and carry it forward.

- **Librarian's Report**

- We had a request for a temporary card. I will research what similar sized libraries in the Kootenay charge. This is in response to a request from people who live across the border in the USA and would like to use our library.
- Bookclubs continue to be a popular program that we help support. There are now 3 different bookclubs here at the library.
- Grace's last day will be April 18th
- Tropical Week from Mar 18 - 26 was busy - there were 36 people who attended the theme day that Marianne hosted.

- **Committee Reports**

- **Friends of the Library – Judi**

- April 18th book sorting and weeding 10am
- April 26th Tea in memory of Phyllis Tatum
- May 15th Book washing
- Friends are looking for outdoor gardening bits - pots, table...
- Judi mentioned an ad in the Pennywise about a Salmo Tourist Brochure but it is sounding like the Chamber may have taken this on. Ask heather and if so add the Friends Booksale to the Brochure.

- **Square Society - Building Committee - Valene**

- No response about roof
- AGM May 1st Taylor will attend and Jen will be the alternate for Valene

- **Old Business**

- **Signage** - Lynn Soriat is still working on the design for the outdoor sign. Taylor will be wrapping this up this funding and project within the next 2 months.
- **Strategic Planning review - feedback** - Make plans to start process for developing new Strategic plan for this Fall (Oct/Nov). Taylor will research getting funding from CBT to bring in facilitator. Taylor will contact Helen Lutz to see if she is available.

- **New Business:**

- **Policy Committee Meeting:** date set for Friday, May 10th at 3pm
- **TOP Training:** Sept. 21st in Nelson. Keith and Jen will attend. We will confirm and register them at the next meeting.

11. **Next Meeting: Monday, May 13th 5:30pm at the Salmo Library.**

12. **Adjournment** moved by Janet and Seconded by Pat 6:20 pm

Approved by Board of Directors

Valene Foster, Board Chair

Taylor Caron, Library Director