

**Draft Meeting Minutes – October 12<sup>th</sup>, 2022**

The regular meeting of the Board of Directors convened at 6:00 pm at the Salmo Library with the following in attendance:

Trustees: Judi Cozzetto, Jen Endersby, Jen Gawne, Teresa Kjelson, Pat Goulden, Janet Pierce

Absent: Hans Cunningham, Tom Nixon, Sylvia Korens, Melanie Briscoe

Staff: Taylor Caron

1. **Call to Order:** at 6:02 by Janet Pierce, Chair
2. **Approval of Agenda** – Moved by Judi and seconded by Pat. Approved
3. **Consent Agenda**
  - **Approval of previous minutes** – from meeting of September 12<sup>th</sup>, 2022.
  - **Correspondence** –
    - CFLA (Canadian Federation of Library Associations) is the united voice of Canada's libraries. They work to influence public policy, advance library excellence, and raise the visibility of libraries in Canada to advance our notional intellectual, social, economic, and cultural success. In September they sent a letter to federal cabinet ministers – Calls for the release of all outstanding residential school records. The CFLA Fall 2022 update letter was also shared. Taylor will email out letter to board.
  - **Librarian's Report**
    - Digital collection seeing steady increase
    - Meeting space at library available
    - Heat is up and running in the building
    - KLF wage survey – Taylor will send out to board
    - See attached full report
  - **Committee Reports:**
    - *Friends of the Library* – Judi
      - Chilli Cook huge success
      - October is Library Month – share your love of our librarians and library
      - Soup and a Bun - October 21<sup>st</sup> – 11:30am
      - Tea October 28<sup>th</sup> at 10:30
      - Cake Walk - Saturday, November 5<sup>th</sup>, starting at 2:30pm.
      - The Friends will be holding a raffle for a Christmas basket.
      - See attached full report
    - *KLF Report* – Jen
      - Jen attended KLF meeting being held in Cranbrook via Zoom, unfortunately it was hard to hear for those attending online. Due to this and some question from members the KLF budget was not passed. They will be meeting again online to finalize the 2023 budget.

**CONSENT AGENDA Motion:** It was moved by Pat, seconded by Judi to approve the consent agenda.

**Approved by consensus.**

#### **4. Financial Report:**

Financial Report for September 30<sup>th</sup>, 2022 was discussed. Taylor had questions for Friends about the different Friend donations. Pat clarified that the fundraising donation made in January 2022 was for the calendars.

Taylor talked about the PT Reading Garden Project Detail and that the report she received from the bookkeeper has some errors and omissions. She will be clearing this up with her and bring a complete/correct report to the November meeting.

**MOTION:** It was moved by Jen G, and seconded by Janet to approve the financial statements for September 30<sup>th</sup>, 2022.

**All in favour - CARRIED**

#### **5. Old Business:**

- 4.4 Complaint Policy – Taylor discussed that we need to revisit our complaint policy and request for reconsideration of library materials documents. She will review and adjust before sending out an updated document to the policy committee for review, and then they will be presenting it at the November meeting for approval.
- Volunteer Appreciation event – new date set for Wednesday, December 14<sup>th</sup> at 6pm. Library board will adjust their board meeting to start at 5pm that day so we are ready to host this event here at the library.
- Air conditioning – waiting until after the election to ask for financial support from the RDCK.
- Project detail for PT reading garden – covered in financial report
- Volunteer recruits – Sylvia brought in her criminal record check and will be doing training in the coming weeks. With this one new volunteer available to cover, as well as having a student until April we are well covered for now. Thank you to Tom and Teresa for also putting there names forward.

#### **6. New Business:**

- Magazine drive – October/November is magazine drive time. This fundraising program brings in \$2000 in donations. This year we have a couple new magazines that need sponsors. As always, if you have a specific magazine you would like to see available to the community let Taylor know and she will look at adding it to the collection. We currently have space for 2 new magazines.
- Typical week – coming up at the end of October. This is a report we do for Libraries Branch to capture a snapshot of reference transactions, in-person visits, computer usage, in-house material usage.
- Budget committee meeting – Pat, Judi and Taylor will be meeting October 15 and November 15 at 1pm to create the 2023 library budget.
- Personnel Committee – need to set a date for Taylor's review. Taylor will email Janet and Melanie so they can coordinate a time for this is in the coming weeks.

**Meeting adjournment at 7:15pm Moved**

**Next Meetings: Wednesday, November 19<sup>th</sup> at 6pm & Wednesday, December 14<sup>th</sup> at 5pm**

***Salmo Valley Public Library acknowledges that the land on which we gather is the traditional territory of the Sinixt, the Ktunaxa, and the Syilx peoples, and is home to the Métis and many diverse Indigenous persons.***