

Draft Meeting Minutes – October 16th, 2023

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

Trustees: Melanie Briscoe, Judi Cozzetto, Teresa Kjelson, Janet Pierce, Jen Gawne, Sylvia Korens, Tom Nixon, Pat Goulden

Absent: Kenzie Neil, Hans Cunningham

Staff: Taylor Caron

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.

1. **Call to Order:** at 6:03 by Janet Pierce, Chair
2. **Approval of Agenda** – Approved by Pat and second by Janet
3. **Consent Agenda**
 - **Approval of previous minutes** – from meeting of September 11th, 2023 were reviewed. Approval with correction to date error on financial statement motion.
 - **Correspondence** –
 - Accessibility survey poster– BC Government looking for feed back on the accessibility of their forms.
 - Letter from exiting student page Charlette Malcomson in which she is thanking library staff for the opportunity to volunteer at the library
 - Poster about online learning session about how libraries can better support community members struggling with dementia.
 - **Librarian's Report**
 - Typical week coming up from October 21st – November 11th. Typical Week 2022 – Survey Instructions and Form Public Libraries Branch, BC Ministry of Municipal Affairs. Each year, Public Libraries Branch helps coordinate the optional Typical Week survey to supplement the Annual Survey of BC Public Libraries. The goal is to capture sample data that some libraries are not able to collect on a regular basis over the course of the full year. This sample data is then extrapolated out to the full year to provide an estimated annual value for the metrics in question.
 - Teens have been coming in regularly to pick up a snack bag on Tuesdays, they usually just come in a grab a bag and go, but the other day 2 teens staying inside to enjoy them and ended up checking out library books.
 - See attached full report

- **Committee Reports:**
 - *Friends of the Library* – Judi
 - Next tea is Oct 27th
 - Chilli Cookoff and Trivia October 21st
 - 2024 calendar almost finished
 - Did a book sort with the booksale donations
 - Judi wrote a letter to the Square Society asking for them to address the broken tap, as well as the unsafe stone/brick steps in the Reading Garden. Heather has said they will be replacing the tap this fall and address the step in 2024
 - *Garden Committee* – Sylvia
 - One hour of volunteer work from 3 members of the committee to take down tents and shade structures, as well as tidy up garden beds
 - For 2024 build a pergola and plant vines to grow up and create shade.
 - *Policy Committee* –
 - Meeting on Tuesday, Sept 19th– Tom, Janet, Judi and Taylor reviewed and discussed new policies. Judi did a thorough review of the full policy, manual. Taylor will be working to make changes and have it completed by the end of the year.
 - Indigenous policy – board reviewed and discussed. Taylor will condense and bring to November meeting for approval.

MOTION: It was moved by Janet, and seconded by Pat to approve the updated policies *4.4 Complaints* and *4.5 Collection Organization*

All in favour – CARRIED

- *Personal Committee* – Taylor had her review on Tuesday, October 10th with Melanie, Janet, Teresa. Melanie will compile the notes from the review and the committee and Taylor will sign.

CONSENT AGENDA Motion: It was moved by Melanie, seconded by Judi to approve the consent agenda.
Approved by consensus.

4. Financial Report:

- **Approve Financial Reports September 30th 2023** – Financial Report for September 30th, 2023 was discussed.
 - Note: t-shirt fundraiser should be showing revenue for \$540. These funds were put under donations. Taylor will have them placed under the correct line

MOTION: It was moved by Pat, and seconded by Judi to approve the financial statements for May 31st, 2023

All in favour – CARRIED

5. Old Business:

- CBT Funding - Climate Resiliency remaining funds will be used to update lights in reading room and bathrooms.
- Community Calendar will be up by November – Taylor
- Media Assistant Job – Wage amount being asking is too low for the job requirements. Taylor will redo and send to board
- Village Delegation date – reset for Nov 21st – Taylor will send in a request
- Board recruitment – A few board members asked around. One-person said they would like to join and will be coming to a meeting in the coming months.

6. New Business:

- Call for Square Society board meeting needed. Pat said she would draft a letter and ask for a meeting soon.

Meeting adjournment at 7:00 pm Moved

Next Meeting: Monday, November 13th at 6:00pm