



NOTICE OF MEETING

Okanagan Regional Library Board
will meet
Wednesday, February 21, 2018
at Library Headquarters
1430 K.L.O. Road, Kelowna, BC

**In-Camera Meeting
9:30 – 10:30 AM**

**Regular Meeting
10:30 – 11:15 AM**



AGENDA

**LIBRARY BOARD MEETING
HELD AT LIBRARY HEADQUARTERS, BOARDROOM
1430 KLO ROAD, KELOWNA, BC
ON WEDNESDAY, FEBRUARY 21, 2018
10:30 AM**

"The purposes of this (Library Act) are...to encourage the extension and use of public library service throughout British Columbia...to enable the delivery of public service in British Columbia...to support improvements in Public Library service."

CALL TO ORDER

10:30 AM

Outgoing Chair's Remarks

Introduction of Guests: Welcome New Board Members and Staff

10:30 – 10:32 AM

1. AGENDA REVIEW

10:32 – 10:33 AM

MOTION:

THAT the agenda be adopted.

2. APPROVAL OF PREVIOUS MINUTES – November 15, 2017 Pages 3 - 7

10:33 – 10:34 AM

MOTION:

THAT the minutes of the meeting held November 15, 2017 be adopted.

3. ELECTION OF BOARD OFFICERS – CEO Stephanie Hall

10:34 – 10:45 AM

3.1. Nominations Committee Report Page 8

3.2. Elections

- a) Board Chair
- b) Board Vice Chair
- c) Finance Committee Chair
- d) Personnel Committee Chair
- e) Policy & Planning Committee Chair

4. BOARD APPOINTMENT OF BC LIBRARY TRUSTEES' ASSOCIATION LIASION
10:45 – 10:48 AM

Policy Section II: Board Organization and Structure. D
British Columbia Library Trustees' Association Liaison

The Board shall appoint, annually, a British Columbia Library Trustees' Association liaison, from amongst its members. BCLTA relies on liaisons to distribute BCLTA information to Board members. The liaison also informs and educates Board members about BCLTA, its services and programs, and encourages discussion between the ORL Board and BCLTA on issues of mutual concern.

5. APPOINT SIGNING OFFICERS
10:48 – 10:50 AM

Policy Section II: Board Organization and Structure. C
Signing Officers

Signing officers shall include the Secretary, plus the Chair or presiding officer at the meeting (usually the Vice-Chair). Specifically, in the case of signing cheques, the signing officers shall include one of the Secretary to the Board, the Financial Manager, the Public Services Manager, together with one of the Finance Committee Chair and the Board Chair.

MOTION:

THAT the following positions be appointed as ORL signing officers for 2018:

- Board Chair*
- Finance Committee Chair*
- CEO/Secretary to the Board*
- Chief Financial Officer*
- Director of Public Services, North*
- Director of Public Services, South*
- Director of Human Resources*

6. CEO REPORT – Stephanie Hall
10:50 – 11:00 AM

- Board Policy Section II: Regular Board Meeting Schedule ^{Page 9}
- Read for Reconciliation Project

7. CHAIR AND TRUSTEE REPORTS

Board members will sometimes speak about branch visits or other Library related events in their community
11:00 – 11:05 AM

8. NEXT MEETING – Wednesday, May 16, 2018

9. ADJOURNMENT

*Note: These Minutes Have Not Yet
Been Adopted by the Library Board*

DRAFT

**MINUTES OF THE REGULAR MEETING OF THE BOARD
HELD VIA TELECONFERENCE
AND AT LIBRARY HEADQUARTERS BOARDROOM
1430 K.L.O. ROAD, KELOWNA, BC
WEDNESDAY, NOVEMBER 15, 2017 / 9:00 AM**

"The purposes of this (Library Act) are...to encourage the extension and use of public library service throughout British Columbia...to enable the delivery of public service in British Columbia...to support improvements in Public Library service."

MEMBERS PRESENT:

Lance McGregor, Armstrong (Alt)
Tracy Gray, Kelowna

Catherine Lord, Vernon
Bryden Winsby, West Kelowna

MEMBERS ATTENDING BY TELECONFERENCE:

Gyula Kiss, Coldstream
Tundra Baird, Enderby
Sherry Philpott-Adhikary, Keremeos
Todd McKenzie, Lake Country
Nick Hodge, Lumby
Carol Youngberg, Osoyoos
Mario Vucinovic, Peachland
Rosemary Doughty, Princeton
Linda Nixon, Revelstoke

Tim Lavery, Salmon Arm
Janna Simons, Sicamous
Andrew Casson, Spallumcheen
Erin Carlson, Summerland
Larry Morgan, CSRD
Hank Cameron, NORD
Wayne Carson, CORD
Karla Kozakevich, OSRD

REGRETS:

Caleb Moss, Golden
Maureen Doerr, Oliver

Roxanne Lindley, WFN

STAFF PRESENT:

Stephanie Hall, CEO/Secretary to the Board
Don Nettleton, Chief Financial Officer
Georgia McKay, Director of Public Service - South
Monica Gaucher, Director of Public Service - North (via teleconference)
Carla Phillips, Director of Human Resources
Leah Samson, Administrative Services Manager/Recording Secretary
Michal Utko, Marketing & Communications Manager

AND:

Rose Jurkic, CUPE President
James Laitinen, PEA President (via teleconference)

CALL TO ORDER

Board Chair Catherine Lord called the meeting to order at 9:00 AM.

1. ROLL CALL

Quorum was established with 21 Board members in attendance.

2. AGENDA REVIEW

MOTION 1

*Moved by Carol Youngberg, seconded by Rosemary Doughty,
THAT the agenda be adopted.*

Carried.

3. ADOPTION OF PREVIOUS MINUTES – September 20, 2017

MOTION 2

*Moved by Bryden Winsby, seconded by Andrew Casson,
THAT the minutes of the regular Board meeting held September 20, 2017 be adopted.*

Carried.

4. FINANCE COMMITTEE REPORT – Chair Bryden Winsby

4.1. Revised Weighted Votes

The Board was provided with the revised weighted vote sheet, based on population figures received annually from the Libraries Branch at the Ministry of Education, and pursuant to the Library Act. These figures are used for levy calculations and weighted board votes between October 1 and September 30 of each year. The revised weighted vote sheet will be used for the 2018 budget vote and will remain in effect until September 30, 2018.

4.2. 2018 Draft Budget Vote

At the September 20, 2017 Board meeting, the Finance Committee had presented to the Board, the proposed draft 2018 budget with an overall 2.15% net increase.

a) Finance Committee Recommended 2018 Budget

MOTION 3

*Moved by Bryden Winsby, seconded by Carol Youngberg,
THAT the 2018 draft Budget be approved as presented at the September 20, 2017
Board Meeting, with an overall net increase of 2.15%, for an annual operating fund
expenditure of \$19,071,253.*

By weighted vote.

OPPOSED: 0

Carried unanimously by weighted vote.

b) Working Reserve Spending Plan

MOTION 4

*Moved by Bryden Winsby, seconded by Tracy Gray,
THAT the Working Reserve Spending Plan Summary be approved as presented at
the September 20, 2017 Board meeting.*

By weighted vote.

OPPOSED: 0

Carried unanimously by weighted vote.

c) 2018 Member Assessment Levy Spreadsheet

MOTION 5

*Moved by Bryden Winsby, seconded by Larry Morgan,
THAT the 2018 Member Assessment Levy Spreadsheet be approved as presented
at the September 20, 2017 Board meeting.*

By weighted vote.

OPPOSED: 0

Carried unanimously by weighted vote.

4.3. FINANCIAL ALLOCATION MODEL ANALYSIS (FAMA)

MOTION 6

*Moved by Bryden Winsby, seconded by Larry Morgan,
THAT a review of the Financial Allocation Model Analysis (FAMA) be initiated in late
2019/early 2020.*

Carried.

4.4. YEAR 2019 BUDGET REQUEST: Memo from S. Hall & D. Nettleton

The Board was provided with a report from staff, outlining the increasing number of security incidents in the Kelowna and Vernon branches. A pilot has been instituted until May 2018, to have a security guard present for every hour the two branches are open. The ORL is also responding with additional staff training, coordinated community responses, and improved safety guidelines and protocols. If the pilot is successful, this will likely be a significant budgetary item for 2019. Staff will report back on the developing situation and the results of the pilot.

5. CHAIR REPORT – Catherine Lord

- Appoint Nominations Committee for 2018 Election of Board Officers

Pursuant to Section II of Library Board Policy and Regulations, Board Chair Catherine Lord appointed the following members to the Nominations Committee for 2018:

South Region: Carol Youngberg
Central Region: Bryden Winsby
North Region: Linda Nixon

The Committee will report back to the outgoing Board Chair in January 2018. Elections will be held February 21, 2018.

- **2017 UBCM Convention: Rural Library Funding Request**

The ORL received a letter from Education Minister Rob Fleming, advising that the Ministry is actively engaged with the library community to deliver its vision and strategic plan for public library service in BC, and that work on deliverables in collaboration with library partners is underway.

6. TRUSTEE REPORTS

Sherry Philpott-Adhikary reported that Keremeos Mayor Manfred Bauer received a letter from Minister Fleming in regards to their meeting at the Union of British Columbia Municipalities convention, where they discussed concerns about funding for rural libraries, including a request by the Village for the development of a new funding model. The Ministry confirmed that a provincial funding formula framework is being reviewed within the context of the province's vision and strategic plan: *Inspiring Libraries Connecting Communities*. It is expected this review will give stronger consideration to funding issues in rural communities.

Tim Lavery reported that the Southern Interior Local Government Association (SILGA) brought forward a request to the provincial government to create a rural library funding formula. The Minister responded that they understand the issue and a review is underway.

Cherryville Community Librarian Colleen Primley is retiring after 25 years. Colleen joined the ORL in 1992. RDNO Director Hank Cameron announced that there will be a community retirement party for Colleen on November 29 in Cherryville.

7. APPROVE 2018 MEETING SCHEDULE

MOTION 7

*Moved by Sherry Philpott-Adhikary, seconded by Todd McKenzie,
THAT the 2018 Meeting Schedule be approved as presented.
Carried.*

8. NEW BUSINESS

CEO Stephanie Hall announced that Georgia McKay, Director of Public Service, is retiring in January after 36 years. Georgia joined the ORL in 1981 and was involved in many key projects, most recently including construction of the new Summerland branch, expansion of the Rutland branch, and revitalization of the downtown Kelowna branch. Stephanie thanked Georgia for her service to the ORL informally, and a more formal recognition will be held closer to the date.

9. NEXT MEETING

Wednesday, February 21, 2018.

10. MOTION TO ADJOURN

MOTION 8

*Moved by Bryden Winsby, seconded by Tracy Gray,
THAT the meeting be adjourned.*

Carried.

The meeting adjourned at 9:57 AM.

DRAFT



NOMINATIONS COMMITTEE REPORT - 2018

Nominations:

- 1. BOARD CHAIR**

- 2. BOARD VICE CHAIR**
Karla Kozakevich

- 3. FINANCE COMMITTEE CHAIR**
Bryden Winsby

- 4. POLICY AND PLANNING COMMITTEE CHAIR**
Karla Kozakevich

- 5. PERSONNEL COMMITTEE CHAIR**
Sherry Philpott-Adhikary

- 6. BCLTA LIAISON**

Board Members who Volunteered to Sit on a Committee:

FINANCE COMMITTEE	PERSONNEL COMMITTEE	POLICY & PLANNING
Tracy Gray, Kelowna	Linda Nixon, Revelstoke	Tim Lavery, Salmon Arm
Carol Youngberg, Osoyoos	Rosemary Doughty, Princeton	Linda Fisher, Armstrong
*Dave Mattes, Oliver	*Dave Mattes, Oliver	Hank Cameron, NORD
*Wayne Carson, CORD	*Wayne Carson, CORD	*Wayne Carson, CORD
*Pat Cochrane, Coldstream	*Pat Cochrane, Coldstream	*Pat Cochrane, Coldstream

*Wayne Carson and Pat Cochrane have no preferred committee and are willing to serve where needed. Dave Mattes would prefer Finance but will sit on both, if needed.

Special thanks to all who have put their names forward.

LIBRARY BOARD POLICY & REGULATIONS

SECTION II: BOARD ORGANIZATION AND STRUCTURE

A. MEETINGS

Regular Board Meeting Schedule

There shall be four regular meetings of the Board in each year and such other meetings as the Board may decide. Regular meetings will be held in February, May, September and November, except in years when municipal elections are held. In years when there is a municipal election, meetings will be held in February, May, September and October. The Board Chair, Vice-Chair, Policy and Planning Committee Chair, Finance Committee Chair, and Personnel Committee Chair are elected annually from amongst the members at the February meeting. Signing officers are also appointed. The Board approves the Board meeting schedule for the upcoming year at the last meeting of the previous year. Final budget approval for a fiscal year takes place at the last meeting of the previous year. Amended September 21, 2011