

**REGULAR MINUTES**

**LIBRARY BOARD OF TRUSTEES MEETING  
HELD AT LIBRARY HEADQUARTERS, BOARDROOM  
1430 KLO ROAD, KELOWNA, BC  
WEDNESDAY, SEPTEMBER 18, 2019**

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*"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."*

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**TRUSTEES IN ATTENDANCE:**

Karla Kozakevich, OSRD, Board Chair	George Elliott, Princeton (Alternate)
Linda Fisher, Armstrong	Michael Brooks-Hill, Revelstoke
Pat Cochrane, Coldstream	Tim Lavery, Salmon Arm
Tundra Baird, Enderby	Bob Evans, Sicamous
Loyal Wooldridge, Kelowna	Andrew Casson, Spallumcheen
Sherry Philpott-Adhikary, Keremeos	Doug Holmes, Summerland (Alternate)
Todd McKenzie, Lake Country	Kari Gares, Vernon (Alternate)
Lori Mindnich, Lumby	Jason Friesen, West Kelowna
David Mattes, Oliver	Wayne Carson, CORD
Brian Harvey, Osoyoos	Amanda Shatzko, NORD

**TRUSTEES ABSENT:**

Caleb Moss, Golden	Jay Simpson, CSRD
Patrick Van Minsel, Peachland	Thomas Konek, WFN

**ADMINISTRATIVE STAFF IN ATTENDANCE:**

Don Nettleton, Chief Executive Officer  
Jeremy Sundin, Chief Financial Officer  
Christine McPhee, Director of Public Services South  
Monica Gaucher, Director of Public Services North  
Carla Phillips, Director of Human Resources  
Jeff Campbell, Chief Technology Officer  
Michal Utko, Director of Marketing and Communications  
Leah Samson, Manager of Administrative Services (Recording Secretary)

**GUESTS IN ATTENDANCE:**

Rose Jurkic, C.U.P.E. President	James Laitinen, P.E.A. President
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Numerous members of the public were in attendance

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**CALL TO ORDER / INTRODUCTION OF GUESTS**

Chair Kozakevich called the meeting to order at 9:55 AM and introduced the guests.

**1. APPROVAL OF AGENDA**

***MOTION 1***

***It was moved and seconded***

***THAT the Agenda for the Library Board of Trustees Meeting of September 18, 2019 be adopted.***

***CARRIED***

## 2. APPROVAL OF PREVIOUS MINUTES

### **MOTION 2**

**It was moved and seconded**

***THAT the Minutes of the May 22, 2019 Library Regular Board of Trustees Meeting be adopted.***

**CARRIED**

## 3. WEIGHTED VOTE SHEET YEAR 2019 / 2020 – CFO Jeremy Sundin

### 3.1. Changes to Weighted Votes & Updated Weighted Vote Sheet

Population figures are received annually from the Ministry of Education Libraries Branch and are used for levy calculations and all weighted board votes. Population figures for CORD and WFN have been adjusted as per earlier board directive.

### **MOTION 3**

**It was moved and seconded**

***THAT the 2019/2020 Weighted Vote Sheet be accepted.***

**CARRIED**

## 4. FINANCE COMMITTEE REPORT – Committee Chair David Mattes

### 4.1. Draft Year 2020 Budget

- a) **CFO Report and Presentation – Jeremy Sundin**  
**ORL 2020 Draft Budget as Recommended by the Finance Committee**

The Board viewed a presentation of the proposed draft 2020 budget. Discussion was held and several trustees expressed that they wished to take the draft budget back to their councils for consideration before voting on it.

### **MOTION 4**

**It was moved and seconded**

***THAT the Board of Trustees defer the 2020 Budget vote to the November 20, 2019 Board meeting.***

***By Weighted Vote***

***For: 261                      Opposed: 89***

**CARRIED BY WEIGHTED VOTE**

Staff were directed to provide a budget report to all municipal senior financial administrators in the ORL region, in preparation for the budget vote at the November 20, 2019 board meeting.

- b) **Member Assessment Levy Spreadsheet – Year 2019 / 2020**

Deferred to the November 20, 2019 board meeting.

## 5. POLICY AND PLANNING COMMITTEE REPORT – Committee Chair Tim Lavery

Councillor Lavery advised that the Policy and Planning Committee has not convened since being appointed earlier in the year, and have not reviewed Items 5.1, 5.2, and 5.3. These three items are being presented as staff reports to the board.

### 5.1. Political Use of Library Space – CEO Don Nettleton

The Board heard a presentation from staff for a new policy around political use of library space, which is being proposed in order to provide guidance to staff in responding to requests from political parties or individual politicians seeking to use ORL space or to have access to ORL patrons in support of the political party's objectives or during an election period.

#### **MOTION 5**

**It was moved and seconded**

***THAT the Board of Trustees approve the staff proposed policy for political use of library space as presented.***

**CARRIED UNANIMOUSLY**

#### **MOTION 6**

**It was moved and seconded**

***THAT the Board of Trustees refer the newly approved political use of library space policy to the Policy and Planning Committee for further consideration and recommendations.***

**CARRIED**

### 5.2. New Patron Type for On-Line Library Card Registration – Director of Public Services Christine McPhee

The Board heard a proposal from staff for a new patron type for on-line library card registration, which would allow residents of the ORL service area to apply for a library card online, and be valid for six months. After that period, patrons must go to a branch to complete registration for a full access library card.

#### **MOTION 7**

**It was moved and seconded**

***THAT the Board of Trustees approve the staff proposed policy around a new patron type for online library card registration as presented.***

**CARRIED UNANIMOUSLY**

### 5.3. Children's Programming Policy Discussion – CEO Don Nettleton

Councillor Lavery advised that the Policy and Planning Committee has not been involved in this emergent issue, and therefore the matter was passed over to the Board Chair to conduct. Discussion was held and suggestions were considered. It was noted that a great deal of public and staff response to the CEO's proposed policy is being received. As this is a developing topic, there has not been an opportunity for the appropriate parties to receive and review all feedback for consideration, and therefore any policy decision needs to be deferred until proper process is completed.

**MOTION 8**

**It was moved and seconded**

***THAT the CEO proposed policy around children's programming be referred to the Policy and Planning Committee to convene as soon as possible; and***

***THAT the Committee consult with the appropriate groups to gain their feedback; and***

***THAT the Committee report back to the Board with their recommendations.***  
**CARRIED UNANIMOUSLY**

**MOTION 9**

**It was moved and seconded**

***THAT in regards to the proposed children's programming policy, staff arrange for stakeholder representatives to present to the Board of Trustees at the November 20, 2019 Board Meeting; and***

***THAT staff collate and make available to all parties all correspondence received; and***

***THAT staff arrange for an appropriate venue and agenda for this discussion.***  
**CARRIED UNANIMOUSLY**

**MOTION 10**

**It was moved and seconded**

***THAT policy around delegations to the Board be referred to the Policy and Planning Committee to report back with recommendations.***  
**CARRIED UNANIMOUSLY**

**6. RECOGNITION OF STAFF - CEO Don Nettleton**

Youth Services System Librarian Linda Youmans received the Community Leader of the Year Award as recognition for her community efforts aimed at youth and individuals with diversabilities. Linda has been a children's librarian for the past 25 years, and oversees the selection of children's materials for the ORL.

Director Carson thanked the Board and staff for recognizing Sharon Johncox for her many years of volunteer librarian service with the North Westside Communities Book Deposit.

**7. STAFF REPORTS**

**7.1. CFO Report – CFO Jeremy Sundin**

**Financial Update Report to June 30, 2019**

The Board heard a report which indicates that financial results to June 30, 2019 are generally consistent with expectation, and there does not appear to be anything that requires specific board attention at this time.

**MOTION 11**

**It was moved and seconded**

***THAT the Board of Trustees receive the CFO's report to June 30, 2019, for information.***

**CARRIED**

**7.2. Revelstoke Branch: RevLab Update Funding and Request – CEO Don Nettleton**

**Memo and Revelstoke Review Articles**

The Board heard an updated report on the Revelstoke Branch community fundraising campaign for expansion of the library building to include a tech lab space. The City of Revelstoke has approved supporting the expansion and will contribute up to \$50,000 toward capital costs, which leaves approximately \$50,000 of capital costs still needed. Discussion was held around how to proceed.

**MOTION 12**

**It was moved and seconded**

***THAT the Board of Trustees approve proceeding to partner with the City of Revelstoke to plan and begin construction on the necessary addition to the Revelstoke Library; and***

***THAT the Library will agree to make up any funding shortfall for this capital expansion that has not been fundraised by the time the funds are needed, up to a maximum of \$60,000, with the funds to be taken from the building reserve fund.***

**BY WEIGHTED VOTE**

***Opposed: Brian Harvey (Osoyoos)***

**CARRIED BY WEIGHTED VOTE**

**8. CANADIAN URBAN LIBRARIES COUNCIL (CULC): eContent for Libraries Campaign: Next Steps, Candidate Outreach**

CULC Documents to Assist the Board:

- a) Campaign Roadmap
- b) FAQ, July 2019
- c) Updated Fact Sheet for talking to Candidates, August 2019
- d) Key Messages, August 2019
- e) Letter Template to send to Local Candidates
- f) Current List of Local Candidates in the ORL Region

The Board heard an updated report on the campaign to improve access to e-content, with the next step being through outreach to federal election candidates in federal ridings within member-library communities. With increasing demand for digital content, the campaign is asking the federal government to help overcome the barriers that Canadian library users face in accessing e-content, and to ensure that multi-national publishers stop restricting access to material.

**MOTION 13**

**It was moved and seconded**

***THAT the Board of Trustees approve sending letters under the Board Chair signature to all federal election candidates in the ORL region, in support of the Canadian Urban Libraries Council campaign to improve access to e-content for public libraries.***  
**CARRIED**

Board members will reach out to their local federal election candidates and/or attend any candidate forums to ask where they stand on CULC's e-content campaign.

**9. CEO REPORT – CEO Don Nettleton**

- a) Golden Branch: Tech Space Grand Opening Celebration – Director of Public Services  
Monica Gaucher

The Board heard a report on the new maker space technology project happening at the branch and were invited to attend the opening ceremonies on Saturday, October 19, at 819 Park Avenue in Golden.

- b) Kelowna Branch: Maker Space Update – Director of Public Services Christine McPhee

The Board heard a report on the success of the new maker space since its opening on July 13, 2019. Some of the technology offered includes a 3D printer, robotics, a green screen booth, and a soundproof recording studio. Staff ran several programs including stop-motion animation and robotics classes and certification training sessions on the 3D printer and the Cricut material cutter.

- c) Provincial Funding for Public Libraries Campaign

The Board heard an update on a campaign that is underway to bring attention to the importance of provincial support for public libraries, and a call for the province to increase public library funding to \$20M in the 2020 budget in order to restore funding to a level that reflects inflationary cost increases since 2009.

- d) Chief Technology Officer Assistance to Greater Victoria Public Library (GVPL)

The Board heard that the ORL's Chief Technology Officer Jeff Campbell has been assisting the GVPL's technology department. In exchange, their Director of Planning and Engagement has offered to assist the ORL with facilitating a new strategic plan. The matter will be discussed with the Policy and Planning Committee and any recommendations will be brought forward to the Board.

- e) Strategic Planning: Discussion and Request for Board Appointment of Strategic Planning Committee to Plan the Plan

Discussion was held around the process for setting up a committee for a new strategic plan in the upcoming year. The board will be polled to gauge interest and a committee chair will be ratified at the next meeting.

**10. CHAIR REPORT – Karla Kozakevich**

Director Kozakevich reported on the upcoming UBCM Convention to be held September 25 – 26, 2019 and plans to meet with Minister of Social Development and Poverty Reduction Shane Simpson to discuss provincial support for public libraries. She also reported on previous advocacy discussions with Minister of Education Rob Fleming.

**11. BC LIBRARY TRUSTEES' ASSOCIATION (BCLTA) REPORT – Erin Carlson**

No report.

**12. TRUSTEE REPORTS**

No reports.

**13. NEXT MEETING – Wednesday, November 20, 2019**

2020 Budget Vote

**14. MOTION TO ADJOURN**

***MOTION 14***

***It was moved and seconded***

***THAT the meeting be adjourned at 12:55 PM.***

***CARRIED***



Board Chair: Karla Kozakevich

Approved & Signed: November 20, 2019

