

## MINUTES

**LIBRARY BOARD OF TRUSTEES MEETING  
HELD AT LIBRARY HEADQUARTERS, BOARDROOM  
1430 KLO ROAD, KELOWNA, BC  
WEDNESDAY, FEBRUARY 19, 2020**

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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  
Pat Cochrane, Coldstream  
Tundra Baird, Enderby  
Loyal Wooldridge, Kelowna  
Sherry Philpott-Adhikary, Keremeos  
Todd McKenzie, Lake Country  
Lorelei Fiset, Lumby (Alt)  
Larry Schwartzenberger, Oliver (Alt)  
Brian Harvey, Osoyoos  
George Elliott, Princeton  
Michael Brooks-Hill, Revelstoke

Tim Lavery, Salmon Arm  
Bob Evans, Sicamous  
Andrew Casson, Spallumcheen  
Erin Carlson, Summerland  
Kari Gares, Vernon  
Jason Friesen, West Kelowna  
Wayne Carson, CORD  
Jay Simpson, CSRD  
Amanda Shatzko, NORD  
Christopher Derickson, WFN

### **TRUSTEES ABSENT:**

Linda Fisher, Armstrong  
Caleb Moss, Golden

Patrick Van Minsel, Peachland

### **ADMINISTRATIVE STAFF IN ATTENDANCE:**

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

### **GUESTS IN ATTENDANCE:**

Betty Jean Tyner, C.U.P.E. Representative  
Tara Thompson, P.E.A. Representative  
Scott Wells, ORL Fundraising Consultant

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## **CALL TO ORDER**

Outgoing Chair Kozakevich presided over the meeting until the election of officers. She called the meeting to order at 10:03 AM and introduced the guests and new board

trustees Councillor George Elliott representing Princeton, Councillor Kari Gares representing Vernon, and alternate trustees Councillor Larry Schwartzenberger representing Oliver and Councillor Lorelei Fiset representing Lumby.

## **OUTGOING CHAIR REMARKS**

Chair Kozakevich thanked the Committee Chairs, members and staff for their work over the past year.

### **1. AGENDA REVIEW**

#### ***MOTION 1***

***It was moved and seconded***

***THAT the Agenda be adopted.***

***CARRIED***

### **2. APPROVAL OF PREVIOUS MINUTES**

#### ***MOTION 2***

***It was moved and seconded***

***THAT the minutes of the Library Board of Trustees Regular Meeting held November 20, 2019 be adopted.***

***CARRIED***

### **3. ANNUAL ELECTIONS AND APPOINTMENTS**

CEO Don Nettleton presided over the election of the board chair.

#### **3.1. Nominations Report**

##### ***MOTION 3***

***It was moved and seconded***

***THAT the Nominations Report be received for information.***

***CARRIED***

#### **3.2. Elect Chair and Vice Chair**

***Library Act Part 3 Section 19 (1)***

***The library board must elect a chair and a vice chair at the first meeting in each year.***

Elections were held and nominations were called from the floor.

- a) Chair: Karla Kozakevich was elected by acclamation for another term.

Newly elected Chair Kozakevich resumed chairing the remainder of the meeting.

- b) Vice Chair: Sherry Philpott-Adhikary was elected by acclamation.

### **3.3. Elect Board Officers**

#### Policy Section II: Board Organization and Structure

##### ***Standing Committees***

*Standing Committees are the Policy and Planning Committee, the Finance Committee, and the Personnel Committee. Chairs of all Standing Committees are elected from amongst all members for a one-year term, at the first meeting of each year.*

Nominations were called from the floor.

- a) Finance Committee Chair:  
David Mattes was elected by acclamation for another term.
- b) Policy and Planning Committee Chair:  
Pat Cochrane was elected by acclamation as the new chair.
- c) Personnel Committee Chair:  
Sherry Philpott-Adhikary was elected by acclamation for another term.

### **3.4. Appoint BC Library Trustees' Association Liaison**

#### Policy Section II: Board Organization and Structure

*"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."*

The Board reappointed Councillor Erin Carlson as the BCLTA Liaison for another term.

### **3.5. Appoint Committee Members**

#### Policy Section II: Board Organization and Structure

Chair Kozakevich will consult with the Standing Committee Chairs to appoint members for a one-year term.

### **3.6. Appoint Signing Officers**

#### Policy Section II: Board Organization and Structure

*“Signing officers shall include the Secretary, plus the Chair or presiding officer at the meeting (usually the Vice-Chair) .... the signing officers shall include one of the Secretary to the Board, the Chief Financial Officer, the Directors of Public Services, the Director of Human Resources together with one of the Finance Committee Chair and the Board Chair.”*

***MOTION 4***

***It was moved and seconded***

***THAT the following positions be appointed as ORL Signing Officers for 2020:***

- 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***

***CARRIED***

**4. STAFF REPORTS**

**4.1. FUNDRAISING PRESENTATION – Scott Wells, Fundraising Consultant**

The Board viewed a presentation on fundraising efforts to date under a pilot project that began about 2.5 years ago. The ORL has raised \$107,200 for various projects including the ongoing revitalization of the downtown Kelowna branch.

**4.2. CFO REPORT – Jeremy Sundin**

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

***MOTION 5***

***It was moved and seconded***

***THAT the CFO Report be received for information.***

***CARRIED UNANIMOUSLY***

**4.3. CEO REPORT – Don Nettleton**

The Board received a report which included the following updates:

- 12 staff members have retired from the ORL over the past year***
- development of a new hire training program is well underway***
- the Oliver Branch is relocating to a local shopping mall***

- construction on the Revelstoke Branch RevLab project will begin soon and is expected to reach completion by July
- sections of the downtown Kelowna Branch are being painted in preparation for the creation of a new teen zone
- staffing adjustments by attrition are underway in the Summerland Branch which will bring it closer into alignment under the Financial Allocation Model Analysis
- everyone is invited to a public ceremony at the Vernon Branch on Saturday, February 22, which will recognize a \$75,000 donation towards a new technology lab
- Mr. Nettleton and key staff have almost completed the annual constituent unit presentations within the ORL jurisdiction, which update communities on library events and trends.

***MOTION 6***

***It was moved and seconded***

***THAT the CEO Report be received for information.***

***CARRIED***

**5. BOARD CHAIR REPORT – Karla Kozakevich**

Chair Kozakevich reported further on funding for the new technology lab in the Vernon branch. She also thanked board members for their participation in the strategic planning session that was held in January and put a call out for volunteers to sit on the ad hoc board strategic planning committee.

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

Councillor Carlson reported on the upcoming annual BCLTA Forum and AGM, and also advised that the Association is recruiting for an executive director to replace Babs Kelly, who is moving to a new position.

**7. TRUSTEE REPORTS**

Osoyoos Councillor Brian Harvey reported that he is working with their community librarian to improve outreach on library related events through event listings on their council website.

Several board members thanked Mr. Nettleton for presenting to their local councils on library related activities.

**8. NEXT REGULAR BOARD MEETING – Wednesday, May 20, 2020**

9. MOTION TO ADJOURN

**MOTION 7**

**It was moved and seconded**

***THAT the regular meeting of the Library Board of Trustees be adjourned.***

**CARRIED**

The meeting adjourned at 11:02 AM.

*Karla Kozalind*

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Approved & Signed: May 20, 2020

Board Chair: Karla Kozakevich