

## REGULAR MINUTES

### LIBRARY BOARD MEETING HELD AT LIBRARY HEADQUARTERS 1430 K.L.O. ROAD, KELOWNA, BC WEDNESDAY, FEBRUARY 17, 2016

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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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#### MEMBERS PRESENT:

Linda Werner, Armstrong  
Gyula Kiss, Coldstream  
Tundra Baird, Enderby  
Sherry Philpott-Adhikary, Keremeos  
Owen Dickie, Lake Country  
Lori Mindnich, Lumby  
Maureen Doerr, Oliver  
Carol Youngberg, Osoyoos  
Rosemary Doughty, Princeton  
Linda Nixon, Revelstoke  
Tim Lavery, Salmon Arm

Janna Simons, Sicamous  
Andrew Casson, Spallumcheen  
Erin Carlson, Summerland  
Catherine Lord, Vernon  
Rick de Jong, West Kelowna (Alt)  
Larry Morgan, CSRD  
Mike Macnabb, NORD  
Karla Kozakevich, OSRD  
Wayne Carson, CORD  
Joseph Pierre, Penticton Indian Band  
Christopher Derickson, WFN

#### MEMBERS ABSENT:

Caleb Moss, Golden  
Tracy Gray, Kelowna

Mario Vucinovic, Peachland

#### STAFF PRESENT:

Stephanie Hall, CEO/Secretary to the Board  
Don Nettleton, Chief Financial Officer  
Georgia McKay, Public Services Manager – Customer Experience  
Monica Gaucher, Public Services Manager – Programs & Partnerships  
Jeff Campbell, Information Technology Manager  
Leah Samson, Administrative Services Manager/Recording Secretary  
Marla O'Brien, Public Relations/Fundraising Manager

#### AND:

Rose Jurkic, CUPE Representative

James Laitinen, PEA Representative

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The meeting was called to order at 10:00 AM.

**1. ADOPTION OF AGENDA**

MOTION 1                      17/02/16  
Moved by Owen Dickie, seconded by Carol Youngberg,  
THAT the agenda be adopted.  
CARRIED

**2. ADOPTION OF MINUTES**

**2.1. Minutes of the regular meeting held October 21, 2015.**

The minutes will be amended to reflect that Sherry Philpott-Adhikary and Wayne Carson (had arrived late but) were in attendance at the meeting.

MOTION 2                      17/02/16  
It was moved and seconded,  
THAT the minutes of the regular meeting held October 21, 2015 be adopted as amended.  
CARRIED

**3. BC LIBRARY TRUSTEES ASSOCIATION REPORT – BCLTA Director Carol Zanon**

The board was provided with a report from Carol Zanon. Catherine Lord shared an e-mail from Councillor Zanon dated Feb. 17, 2016, in which she conveyed how important the role of regional library trustees is within the BCLTA framework, and that a strong regional representation on that board can be of great value to the province's regional library systems. Councillor Zanon's term as the ORL's BCLTA Liaison ends with today's elections and her term as BCLTA Director ends in May.

**MOTION 3**

17/02/16

Moved by Lori Mindnich, seconded by Rick de Jong,

THAT the report be received for information.

CARRIED

**4. OUTGOING CHAIR REPORT – Catherine Lord**

Catherine Lord reported on the successes of 2015 with the highlights of the year being:

- The opening of the new Summerland Branch;
- The Year of the Wise Initiative and workshops which helped seniors with their tech devices;
- The participation in children's programs which increased 12% over the previous year;
- The attendance in adult programs which more than doubled;
- The circulation of print material declined by 2.6% but usage of electronic materials increased by 20.6% over the previous year;
- The creation of a new strategic plan with an operational plan for 2016.

Councillor Lord thanked the board and Vice-Chair Lori Mindnich for chairing in her absence. She commended CEO Stephanie Hall for her hard work over the past year, especially on the FAMA project.

## 5. ELECTIONS

### 5.1. Nominations Committee Report

### 5.2. Election of Board Officers

CEO Stephanie Hall conducted the elections and called for nominations from the floor. The following nominations were made:

For Chair: Catherine Lord (by the Nominations Committee)  
There being no other nominations, Catherine Lord was elected by acclamation.  
Catherine Lord then removed her name for all other positions.

For Vice-Chair: Lori Mindnich (by the Nominations Committee)  
There being no other nominations, Lori Mindnich was elected by acclamation.

For Finance Chair: Lori Mindnich (by the Nominations Committee)  
There being no other nominations, Lori Mindnich was elected by acclamation.

For Personnel Chair: Tundra Baird (by the Nominations Committee)  
There being no other nominations, Tundra Baird was elected by acclamation.

For Policy & Planning Chair: Karla Kozakevich (by the Nominations Committee)  
There being no other nominations, Karla Kozakevich was elected by acclamation.

Stephanie Hall turned the meeting over to newly elected Chair Catherine Lord, who called for volunteers to sit on the committees. As per board policy, each committee chair, in consultation with the board chair, shall appoint members to their committee from a list of those members who volunteer to sit on a committee.

## 6. APPOINTMENT OF BCLTA LIAISON

Catherine Lord called for nominations from the floor. Chris Derickson nominated Erin Carlson. There being no other nominations, Erin Carlson was appointed by acclamation.

## 7. APPOINTMENT OF SIGNING OFFICERS

MOTION 4                      17/02/16

Moved by Mike Macnabb, seconded by Larry Morgan,  
THAT the following be appointed as signing officers:

- Board Chair                      Catherine Lord
- Finance Committee Chair                      Lori Mindnich
- Secretary to the Board                      Stephanie Hall
- Chief Financial Officer                      Don Nettleton
- Public Services Manager                      Georgia McKay
- Public Services Manager                      Monica Gaucher

CARRIED

## 8. POLICY AND PLANNING REPORT – Chair Karla Kozakevich

Karla Kozakevich reported on the work of the committee and thanked all the committee members and staff for their hard work over the previous year.

### 8.1. Permissive Tax Exemption

CEO Stephanie Hall provided the board with an overview of the ORL's eligibility to apply for a permissive tax exemption for its leased spaces. She noted that individual municipal policies on the matter are quite varied. She also noted that staff are also pursuing provincial legislative change. Councillor Kozakevich concluded that we are currently in the research phase.

MOTION 5                      17/02/16

Moved by Rick de Jong, seconded by Karla Kozakevich

THAT the board direct staff to send letters to the municipalities and regional districts that currently assess property tax on properties the ORL leases privately, to notify them that the ORL will be applying for a permissive tax exemption; and to direct staff to continue to work with the province on determining what avenues there are for a shift in provincial legislation to include libraries in privately leased space.

CARRIED

## 8.2. New Library Cards

The board was presented with the winning library card submissions.

MOTION 6            17/02/16

Moved by Lori Mindnich, seconded by Maureen Doerr,  
THAT the board approve waiving the library card replacement fee during a six month initiative around distribution of special look and promotional cards, to be rolled out in early 2016.

CARRIED

## 8.3. Endowment Funds/Community Foundations

MOTION 7            17/02/16

Moved by Larry Morgan, seconded by Mike Macnabb  
THAT the ORL invest \$5,000 in the Shuswap Community Foundation.

CARRIED

## 8.4. Access (Low Barrier) Card

The board viewed a presentation by staff.

MOTION 8            17/02/16

Moved by Chris Derickson, seconded by Erin Carlson  
THAT the board authorize staff to initiate the Access Card one year pilot as outlined by staff, and that staff report back at six months, with a full evaluation after one year.

CARRIED

## 9. STAFF REPORTS

### 9.1. FACILITIES UPDATE – Don Nettleton, CFO

#### Summerland Branch

- a) Memo from D. Nettleton dated February 11, 2016
- b) Spreadsheet: Summerland Building Cost Summary and ORL Building Reserve Costs to February 11, 2016

CFO Don Nettleton provided the board with information on the Summerland Library Building project and responded to questions. Staff will prepare a project analysis and the strategic operational plan contains a facilities master plan to establish guidelines going forward.

MOTION 9            17/02/16

Moved by Maureen Doerr, seconded by Carol Youngberg,  
THAT the report be received for information.

CARRIED

## 9.2. COMMUNICATIONS REPORT – Marla O'Brien

Marla O'Brien provided the board with a report on ORL's marketing and communications prepared by Tina Thomas of the Edmonton Public Library. Marla will work with Tina and ORL staff on the preparation of an annual communications plan for 2016 based on these recommendations.

MOTION 10            17/02/16

Moved by Larry Morgan, seconded by Owen Dickie,  
THAT the report be received for information.  
CARRIED

MOTION 11            17/02/16

Moved by Lori Mindnich, seconded by Karla Kozakevich  
THAT the meeting be extended to 12:30 PM.  
CARRIED

## 9.3. CEO REPORT – Stephanie Hall

### **Penticton Indian Band**

The Band will withdraw from the ORL service agreement effective October 2016. Councillor Joseph Pierre reported that Band Council decided to have a service agreement with Penticton Public Library due to its proximity. He thanked the board for the resources provided by the ORL and left the door open to re-join at a later date should circumstances change.

### **Attendance at BCLTA Conference**

Any board members interested in attending the conference on May 13 – 14 are asked to contact staff.

### **Strategic Plan**

Board members received a final draft of the Strategic Plan. There being no further discussion, four key themes were established:

1. Our library advances learning, creativity, and imagination
2. Our library is an integral part of life in our diverse communities
3. Our library branches are innovative, inviting and reflect their communities
4. Our library is focused on customer service, staffed by learners confident in their abilities.

ORL's Strategic Planning consultant Ken Roberts joined the meeting via teleconference to participate in the finalization of the plan. He noted that the ORL has an excellent and ambitious forward looking plan that includes future trends in library services, and proposed that the plan should be shared with other library systems. He noted that staff capacity may be a concern. Catherine Lord thanked Mr. Roberts and his team for their work.

Board members then received two options for the vision statement; there was general consensus that the matter needs further discussion.

MOTION 12            17/02/16

Moved by Linda Nixon, seconded by Linda Werner,  
THAT the draft strategic plan be approved without the vision statement.  
CARRIED

MOTION 13            17/02/16

Moved by Larry Morgan, seconded by Linda Nixon,  
THAT the vision statement be referred to the Policy and Planning Committee to bring back recommendations.  
CARRIED

Staff will solicit board feedback on the vision statement for the Committee and a decision will be made in short order.

#### **Strategic Plan Draft Operational Plan**

CEO Stephanie Hall reviewed the draft operational plan and board members were asked to provide staff with any feedback or concerns.

MOTION 14            17/02/16

Moved by Mike Macnabb, seconded by Linda Nixon,  
THAT the draft operational plan be received for information.  
CARRIED

### **10. TRUSTEE REPORTS**

Board members reported on various library related events in their community.

### **11. NEXT MEETING – Wednesday, May 18, 2016**



## 12. ADJOURNMENT

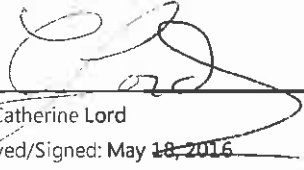
MOTION 15                      17/02/16

It was moved that the meeting be adjourned.

CARRIED

The meeting adjourned at 12:30 PM.

X



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Chair Catherine Lord

Approved/Signed: May 18, 2016