

REGULAR MINUTES

LIBRARY BOARD MEETING HELD AT LIBRARY HEADQUARTERS 1430 K.L.O. ROAD, KELOWNA, BC WEDNESDAY, MAY 13, 2015

"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."

BOARD MEMBERS PRESENT:

Linda Werner, Armstrong
Gyula Kiss, Coldstream
Tundra Baird, Enderby
Tracy Gray, Kelowna
Sherry Philpott-Adhikary, Keremeos
Owen Dickie, Lake Country
Lori Mindnich, Lumby
Maureen Doerr, Oliver
Carol Youngberg, Osoyoos
Mario Vucinovic, Peachland
Rosemary Doughty, Princeton

Linda Nixon, Revelstoke
Tim Lavery, Salmon Arm
Jeff Mallimes, Sicamous
Andrew Casson, Spallumcheen
Peter Waterman, Summerland
Catherine Lord, Vernon
Carol Zanon, West Kelowna
Wayne Carson, CORD
Larry Morgan, CSRD
Mike Macnabb, NORD
Karla Kozakevich, OSRD

BOARD MEMBERS ABSENT:

Caleb Moss, Golden
Christopher Derickson, WFN

Joseph Pierre, Penticton Indian Band

STAFF PRESENT:

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

AND:

Barbara Jo May, PEA Representative
Erin Carlson, Summerland Alternate

Ken Carmichael, BDO Canada

1. CALL TO ORDER

The meeting was called to order at 12:15 PM.

2. ADOPTION OF AGENDA

MOTION 1

Moved by Mike Macnabb, seconded by Karla Kozakevich,
THAT "Rutland Expansion Furnishing Fund" be added to the agenda and moved to the first order of business.

May 13, 2015

The agenda as amended was adopted.

3. Rutland Expansion Furnishing Fund

Memo from Don Nettleton dated 5/11/2015.

ORL Finance Manager Don Nettleton reported that the Rutland Branch is being expanded from its current 6,000 square feet up to 10,000 square feet and is targeted to open in early June. Mr. Nettleton presented a furnishings funding request, as set out in his memo.

MOTION 2

Moved by Larry Morgan, seconded by Sherri Philpott-Adhikary,
THAT the Board approves the City of Kelowna reallocating the previously requested funding of \$8,600 for Mission and Rutland branch items in 2015 for shelving and community room furnishings in the expanded Rutland branch;

AND FURTHER

THAT the cost of the remainder of the shelving and furnishings for the expanded Rutland branch space be covered by funds from the Dick and Jean Hall donation.

By weighted vote

Opposed: none

Carried unanimously by weighted vote.

The meeting adjourned for lunch at 12:20 PM and re-convened at 1 PM.

Chair's Remarks - Introduction of Guests

Board Chair Catherine Lord introduced Mr. Ken Carmichael from BDO Canada and Ms. Erin Carlson, alternate trustee for the District of Summerland.

4. ADOPTION OF PREVIOUS MINUTES

MOTION 3

Moved by Larry Morgan, seconded by Lori Mindnich,
THAT the minutes of the meeting held February 18, 2015 be adopted.

CARRIED

5. FINANCE COMMITTEE REPORT – Chair Lori Mindnich

5.1. Audited Financial Statements for 2014 - Presented by Ken Carmichael, BDO Canada

5.1.1. Auditors Final Report to the Board

5.1.2. Audited Financial Statements for 2014

Ken Carmichael advised that it was a clean audit of the ORL's 2014 Financial Statements. He reported that revenues and expenses were very close to what was budgeted and consistent with previous years, with the exception of costs associated with the construction of the new Summerland branch. Excluding the Summerland new building project, total revenues were slightly higher than the previous year, totaling \$17,150,067, and expenses were slightly elevated to \$17,613,159 with an increase in acquisition of electronic resources and modest wage increases.

MOTION 4

Moved by Lori Mindnich, seconded by Mike Macnabb,
THAT the Auditors Report on the 2014 financial statements be received for information, and that the 2014 Financial Statements be approved as presented.
CARRIED UNANIMOUSLY

MOTION 5

Moved by Lori Mindnich, seconded by Mike Macnabb,
THAT BDO Canada be appointed as auditors for the ORL for year 2015.
CARRIED UNANIMOUSLY

5.2. Internal Financial Statements to March 31, 2015

- **Memo from D. Nettleton to Finance Committee dated 4/17/2015**
- **Receipts & Disbursements to March 31, 2015**

ORL Financial Manager Don Nettleton reported that revenues and expenses for the first quarter of 2015 are in line with budget projections and no action is needed from the Board.

MOTION 6

Moved by Larry Morgan, seconded by Karla Kozakevich,
THAT the internal financial statements to March 31, 2015 be received for information.
CARRIED UNANIMOUSLY

6. POLICY AND PLANNING COMMITTEE REPORT – Chair Karla Kozakevich

Committee Chair Karla Kozakevich reported on the work of the committee and staff, including that an ad hoc strategic planning committee has been formed, chaired by Maureen Doerr, and that recommended changes to the gifts policy and the furnishings policy will come forward for approval.

6.1. Policy Section IX: Gifts And Donor Recognition

MOTION 7

Moved by Lori Mindnich, seconded by Larry Morgan,
THAT the corporate naming policy be approved as presented.
CARRIED UNANIMOUSLY

CEO Stephanie Hall advised that the proposed revisions reflect an enabling policy which will allow the ORL to seek out and recognize donors.

6.2. Furnishings Policy – Memo from D. Nettleton dated 5/5/2015

At the request of the Board, Finance Manager Don Nettleton prepared a policy revision that would bring the cost of ongoing furnishing replacement into the budget. Currently, individual constituent units receive annual supplementary funding requests for furnishings, but under the new policy a pooled reserve would be kept and ongoing furniture replacement would be covered by it. The proposed policy change would not cover the cost of purchasing furnishings for new facilities or major renovations.

The Policy & Planning Committee was looking for direction as to whether the Board wanted to include this cost, estimated at \$100,000 in the 2016 budget proposal. This would then be voted on in the fall as part of the normal budget process.

MOTION 8

Moved by Larry Morgan, seconded by Peter Waterman,
THAT the recommended changes to the furnishings policy, as set out in the memo from D. Nettleton dated 5/5/2015, be approved.
Two opposed (West Kelowna, CORD)
CARRIED

MOTION 9

Moved by Lori Mindnich, seconded by Larry Morgan,
THAT wording for the revised furnishings policy be referred to the Policy and Planning Committee to bring back a recommendation for the next Board meeting.
CARRIED UNANIMOUSLY

The Finance Committee and the Policy & Planning Committee will collaborate on revising the furnishings policy and also review the amount.

7. CEO REPORT - Stephanie Hall

- Marla O'Brien has returned to the ORL on a temporary basis, in the role of Public Relations/Fundraising Manager;
- Construction for the Okanagan Centre for Innovation is underway beside the downtown Kelowna Branch. The Board previously approved a fund of \$250,000 to renovate the space.

The ORL intends to reconfigure the branch in order to provide new technology-based services and to maximize synergies with the Okanagan Centre for Innovation.

- The process for a new strategic plan is underway, with an initial board engagement session having been held in the morning. The 2012-2015 plan was reviewed, and direction provided for work to be completed by staff, the consultant, and the Strategic Planning Committee over the summer. The new strategic plan will be developed with community and staff input and will be complete by November 2015.
- As a result of the 2013 review of expenditures vs revenues conducted by Grant Thornton (the FAMA report), a series of town hall meetings are underway to address imbalances between communities within the library's region, including Princeton on April 21, Salmon Arm on May 28 and Silver Creek on June 1. Members of the public will be invited to share their thoughts on the services most important and vital in their local communities. These consultations are a next step in a multi-year process designed to align municipal revenues with library services.

8. BC LIBRARY TRUSTEES ASSOCIATION REPORT – ORL/BCLTA Liaison Carol Zanon

Director Carol Zanon explained that the British Columbia Library Trustees Association (BCLTA) represents and supports the boards and trustees that govern local public libraries in BC. She reported that she has been nominated for the position of BCLTA director and would like to take on an advocacy role. She will meet with the BCLTA Board Chair and the two other regional libraries (Vancouver Island and Fraser Valley) during the upcoming BCLA/BCLTA conference. ORL CEO Stephanie Hall stated that the Association of BC Public Library Directors will collaborate with the BCLTA and other associations to undertake advocacy work for BC public libraries.

9. CHAIR AND TRUSTEE REPORTS

- Director Carol Zanon reported that the District of West Kelowna held its budget consultation at the West Kelowna branch, which brought more public engagement than in previous years.
- Director Tim Lavery reported that Salmon Arm City Council will hold its regular council meeting at their local branch on May 25.
- Director Karla Kozakevich reported that provincial funds have been received to pave the parking lot and make the Naramata branch entrance more accessible.
- Director Tundra Baird reported that the self-checkout units in Enderby are highly successful.
- Director Erin Carlson reported that the community is excited about the new Summerland library.
- Director Wayne Carson reported on a meeting to be held June 3 to discuss service levels for the Killiney Beach book deposit.

10. NEW BUSINESS

None.

May 13, 2015

11. NEXT MEETING

Wednesday September 16, 2015

12. ADJOURN TO IN-CAMERA MEETING

MOTION 10

Moved by Maureen Doerr, seconded by Karla Kozakevich
THAT the meeting be adjourned.

CARRIED

The meeting adjourned at 2:05 PM.

X 

Vice Chair, Lori Mindnich

Approved/Signed: September 16, 2015