

**REGULAR MINUTES**

APPROVED: February 17, 2016

**LIBRARY BOARD MEETING  
HELD AT LIBRARY HEADQUARTERS  
1430 K.L.O. ROAD, KELOWNA, BC  
WEDNESDAY, OCTOBER 21, 2015  
9:15 AM – 10:00 AM**

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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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**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  
Carol Youngberg, Osoyoos  
Rosemary Doughty, Princeton  
Linda Nixon, Revelstoke

Tim Lavery, Salmon Arm  
Jeff Mallmes, Sicamous  
Andrew Casson, Spallumcheen  
Erin Carlson, Summerland (Alt)  
Catherine Lord, Vernon  
Bryden Winsby, West Kelowna (Alt)  
Wayne Carson, CORD  
Larry Morgan, CSRD  
Mike Macnabb, NORD  
Karla Kozakevich, OSRD

**BOARD MEMBERS ABSENT:**

Caleb Moss, Golden  
Maureen Doerr, Oliver  
Mario Vucinovic, Peachland

Joseph Pierre, Penticton Indian Band  
Christopher Derickson, WFN

**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; Administrative Services Manager/Recording Secretary Leah Samson; Public Relations/Fundraising Manager Marla O'Brien.

**AND:**

Rose Jurkic, CUPE Representative

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**CALL TO ORDER**

The meeting was called to order at 9:25 AM. Board Chair Catherine Lord introduced the guests.

**1. ADOPTION OF AGENDA**

*MOTION 1*

*Moved by Karla Kozakevich, seconded by Lori Mindnich,  
THAT the agenda be adopted.*

Additions:

- Discussion re dates and times was added under Item 7 Next Meeting.
- Discussion re distribution of spreadsheets was added under Item 6 New Business.

With this change, the agenda was adopted.

**2. APPROVAL OF PREVIOUS MINUTES**

*MOTION 2*

*Moved by Larry Moran, seconded by Lori Mindnich,  
THAT the minutes of the meeting held September 16, 2015 be approved as circulated.  
CARRIED*

**3. FINANCE COMMITTEE REPORT – Chair Lori Mindnich**

**3.1. Budget Related Policy Items:**

- a) **Property Tax Exemption Policy: Discussion** – Steph Hall & Don Nettleton
- Memo from Don Nettleton dated 10/6/2015

Recommendation from Policy and Planning Committee to the Board:  
THAT the ORL move forward to discussions at the provincial level.

Stephanie Hall reported that this item had been reviewed by the Policy and Planning Committee. She reviewed the highlights of the memo and noted that Salmon Arm council would like to see the matter of leased property tax exemptions come through as a formal ORL policy. The Policy and Planning Committee recommended approaching the province to see if they can clarify ORL's classification in relation to the permissive tax exemption. Following a discussion on options, there was general consensus to support the Committee's recommendation.

*MOTION 3*

*Moved by Larry Morgan, seconded by Gulya Kiss,  
To direct staff to move forward with a discussion at the provincial level to request clarification and the level of support around property tax exemptions for leased library space, and to report back.  
CARRIED*

- b) **Revised Furnishings Policy** – Don Nettleton

At the May 2015 board meeting, the board passed a motion for a new policy that would bring the cost of ongoing furnishing replacement into the budget with a pooled reserve for ongoing furniture replacement. The estimated cost of \$100,000 is included in the 2016 budget proposal, to be voted on under Item 3.2 as part of the budget vote. The Committee had incorporated input from board members and proposed policy language was presented.

**MOTION 4**

*Moved by Lori Mindnich, seconded by Linda Nixon,*

*THAT the draft revised furnishings policy be approved as presented.*

**CARRIED UNANIMOUSLY.**

**c) Population Figures for ORL Levy Distribution  
2016 Member Assessment Levy Spreadsheet  
Revised Weighted Votes 2015/2016 – Steph Hall & Don Nettleton**

- Memo from Don Nettleton (distributed)
- Draft 2016 Member Assessment Levy Spreadsheet
- Spreadsheet re population figures

Stephanie Hall reported on substantial fluctuations over the past several years with the Westbank First Nations and the Central Okanagan Regional District population figures from BC Statistics. With such unstable numbers, staff and the Committee put forth a recommendation for a reasonable methodology, by using the overall growth of the RDCO from the census year until now and applying that average percentage to the WFN and RDCO areas, equal to a 6.4% population growth. This would be reassessed at the next census. WFN and RDCO expressed support of the proposal as a fair solution.

Concern was raised as to why this provincial operational issue would be the board's responsibility, and how this matter affects all the municipalities in the ORL service area. Staff reported that the BC stats numbers, now that they have been adjusted for the 2011 census, seem to be tracking correctly in pretty much every other area. The unincorporated areas of the RDCO and WFN lands appear to be the outlier.

**MOTION 5**

*Moved by Mike Macnabb, seconded by Tracy Gray,*

*To direct staff to write a letter on behalf of the board to the province to express concerns with the inaccuracies of the BC statistics population figures.*

**CARRIED UNANIMOUSLY**

**MOTION 6**

*Moved by Lori Mindnich, seconded by Mike Macnabb,*

*To use the BC Stats population figures as provided by the Ministry, showing the adjusted figures for CORD and WFN using the average population growth of all of the Central Okanagan since the last census.*

**CARRIED UNANIMOUSLY BY WEIGHTED VOTE.**

**3.2. Budget Year 2016 – Lori Mindnich**

The draft budget had been presented at the last meeting. There was no further discussion.

**a) Receipts and Disbursements summary spreadsheet (Budget Worksheet)**

*MOTION 7*

*Moved by Lori Mindnich, seconded by Larry Morgan*

*THAT the 2016 budget, with an overall net increase of \$351,818 (1.98%) or total expenditures of \$18,247,446 be approved.*

*CARRIED UNANIMOUSLY BY WEIGHTED VOTE*

Roughly half of the 1.98% increase will fund negotiated staff wage increases. Other increases include the change in furnishings policy, inflationary rent, utilities, book and e-Resource costs as well as the effect of the lower Canadian dollar.

**b) Working Reserve Spending Plan Change Summaries**

*MOTION 8*

*Moved by Lori Mindnich, seconded by Larry Morgan*

*THAT the 2016 working reserve spending plan, as per the summary worksheet presented at the September 16, 2015 board meeting, be approved.*

*None opposed.*

*CARRIED UNANIMOUSLY BY WEIGHTED VOTE*

**4. POLICY AND PLANNING COMMITTEE – Chair Karla Kozakevich**

**4.1. Draft Policy: Low Barrier Card - Memo “Barriers to Access” Staff Recommendations**

Karla Kozakevich reported that the draft policy had been previously reviewed by the board with a directive to report back with loss rates. Staff had provided information from Vancouver Public Library and Edmonton Public Library and from this data had provided a rough guess of \$7500 annually, however, this is only an estimate and the value would have to be tracked in any pilot to give accurate numbers for our area. Regular cards also have a loss rate, which tends to be lower. The policy recommendation is not yet ready for formal consideration, but will likely involve a one year pilot. The committee members wanted to provide an early preview to get a sense of the board’s thoughts and concerns.

Board members will provide any feedback on the draft policy to Leah Samson and Karla Kozakevich and the Committee will report back.

**4.2. Wi-Fi**

Karla Kozakevich reported that some branches have experienced public issues with the 24/7 Wi-Fi hours of operation. Stephanie Hall reported that service will be shut down overnight for those specific branches.

**4.3. Endowment Funds | Community Foundations – Memo from Marla O'Brien**

Karla Kozakevich reported that the Committee is recommending a policy where funds would remain in each community until they reach \$10,000, at which time they would be reinvested, and that funds would be used in each of their local regions. Marla O'Brien reported that her memo provides an answer to the options that could be available for a foundation that would be best for the Columbia Shuswap region.

**4.4. New Library Cards**

Karla Kozakevich reported that the Committee has approved a staff proposal to waive the library card replacement fee during a six month initiative around distribution of special look and promotion cards, which would be rolled out in the New Year. The Committee will report back.

**5. BOARD CHAIR REPORT**

Catherine Lord reported on her recent meeting at UBCM with BC Education Minister Mike Bernier. Discussion included how regional libraries have been excluded from additional funding which has been granted to library cooperatives and federations. Also discussed was joint service provision and partnerships with the province. She expressed that the province is paying more attention to public libraries. She will forward a more detailed memo and report to the board.

**6. NEXT MEETING – Wednesday, November 18, 2015 (+ Strategic Planning Session #3)**

Options for meeting dates and times were discussed but no consensus was reached. Staff will administer a poll.

**7. ADJOURNMENT**

*MOTION 9*

*Moved by Jeff Malmes, seconded by Gyula Kiss,*

*THAT the meeting be adjourned.*

**CARRIED**

The meeting adjourned at 10:20 AM.

X

  
Board Chair: Catherine Lord

Approved & Signed: February 17, 2016