

APPROVED: November 16, 2016

**MINUTES OF THE REGULAR MEETING OF THE BOARD
HELD AT LIBRARY HEADQUARTERS
1430 K.L.O. ROAD, KELOWNA, BC
ON WEDNESDAY, SEPTEMBER 21, 2016**

"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."

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
Mario Vucinovic, Peachland
Rosemary Doughty, Princeton
Linda Nixon, Revelstoke
Tim Lavery, Salmon Arm

Janna Simons, Sicamous
Andrew Casson, Spallumcheen
Erin Carlson, Summerland
Catherine Lord, Vernon
Bryden Winsby, West Kelowna
Larry Morgan, CSRD
Mike Macnabb, NORD
Karla Kozakevich, OSRD
Wayne Carson, CORD
Christopher Derickson, WFN

MEMBERS ABSENT:

Maureen Doerr, Oliver
Caleb Moss, Golden

Joseph Pierre, Penticton Indian Band
Carol Youngberg, Osoyoos

STAFF PRESENT:

Stephanie Hall, CEO/Secretary to the Board
Georgia McKay, Public Services Manager – Customer Experience
Monica Gaucher, Public Services Manager – Programs & Partnerships
Carla Phillips, Director of Human Resources
Jeff Campbell, Information Technology Manager
Marla O'Brien, Public Relations Manager
Leah Samson, Administrative Services Manager/Recording Secretary

AND:

Greg Hutton, PEA Representative

1. CALL THE REGULAR BOARD MEETING TO ORDER

The meeting was called to order at 11:28 AM

2. ADOPTION OF AGENDA

Item 7: 'BC Library Trustees' Association Report' was moved up as Item 4a) following Item 4 'Public Relations Report'.

MOTION 1 21/09/2016

Moved by Mike Macnabb, seconded by Linda Werner,
THAT the agenda be adopted as amended.

CARRIED

3. ADOPTION OF MINUTES - Minutes of the Regular Board Meeting held May 18, 2016

MOTION 2 21/09/2016

Moved by Karla Kozakevich, seconded by Mike Macnabb,
THAT the Minutes of the Regular Board Meeting held May 18, 2016 be adopted.

CARRIED

4. PUBLIC RELATIONS REPORT – Marla O'Brien

4.1. Brand Identity Update

- Call for Board Volunteer to sit on the Committee

Public Relations/Fundraising Manager Marla O'Brien presented a report on the ORL's brand identity, including discussion on what story we want to tell and how we want the community to describe the ORL. The full presentation will be available on the Board's electronic access page.

Several Board members expressed that they would like to see a stronger emphasis placed on marketing electronic and digital resources. It was also expressed that 'Okanagan' Regional Library does not reflect the geography of the area we serve.

The discussion was deferred at 11:51 AM and the BCLTA Report was moved to the next order of business.

4a) BC LIBRARY TRUSTEES' ASSOCIATION REPORT – Erin Carlson

Board Liaison & BCLTA Director Erin Carlson and Catherine Lord reported on their attendance at a meeting held May 14 with the BCLTA's Director, President, and Executive Director, and regional library trustees from ORL, Vancouver Island and Fraser Valley. Discussion was around strengthening communications and understanding of how regional libraries differ from municipal libraries. They also reported on the BCLTA's attendance at UBCM. Further information is available on the Board's electronic access page.

MOTION 3 21/09/2016

Moved by Sherry Philpott-Adhikary, seconded by Mike Macnabb,
THAT the report be received for information.

CARRIED

Keremeos Councillor Sherry Philpott-Adhikary reported that her council will be submitting a motion to UBCM, asking the Province to establish a funding model for libraries in rural areas with a population of less than 5000.

The meeting adjourned at 12:00 PM.
The meeting reconvened at 12:30 PM.

ITEM 4.1 Brand Identity Update – Discussion Resumed

Andrew Casson volunteered to sit on the ORL Brand Identity Committee as the Board representative.

ITEM 5.1.1: '2017 Draft Budget Presentation' was moved to the next order of business.

5. COMMITTEE REPORTS

5.1. FINANCE COMMITTEE

5.1.1. 2017 Draft Budget Presentation – Lori Mindnich

- a) Spreadsheet: Summary of Significant Budget Items re 2017**
- b) ORL Budget 2017**

Finance Chair Lori Mindnich provided a presentation of the 2017 Draft Budget as recommended by the Committee and management. Goals are to keep the overall budget affordable within current CPI inflation levels, to focus on strategic plan items, and to maintain critical existing core services. Proposed changes to the operating budget total 1.98% with 1.6% of that being inflation of existing operations and the remaining 0.38% being staff training, programming, outreach and branch security.

MOTION 4 21/09/2016
Moved by Larry Morgan, seconded by Mike Macnabb,
THAT the 2017 draft budget be received for information.
CARRIED

The budget vote will be held at the November 16 Board meeting.

ITEM 4.2: 'Fund Development – P/T Contract Pilot' was moved to the next order of business.

4.2. Fund Development – P/T Contract Pilot – Marla O'Brien
- Kelowna Campaign Update

Public Services Manager Marla O'Brien provided a presentation on the ORL's current fundraising operation, including the Kelowna Branch revitalization campaign, and the requirements needed to implement a successful fundraising development plan. She recommended a three-year pilot project, which would be funded from the one-time strategic planning reserve starting in 2017. The full presentation is available on the Board's electronic access page.

MOTION 5 21/09/2016
Moved by Linda Werner, seconded by Owen Dickie,
THAT the fund development report be received for information.
CARRIED

ITEMS 5.1.2 and 5.1.3 were moved to the next order of business.

5.1.2. Working Reserve Spending Plans

The Finance Committee conducted a review of long standing reserves and Lori Mindnich presented their recommendations for consolidating, renaming, eliminating and transferring of some funds.

MOTION 5 21/09/2016
Moved by Owen Dickie, seconded by Linda Werner.
THAT the working reserve spending plans be approved as presented.
CARRIED

5.1.3. Internal Financial Statements to June 30, 2016 & memo from D. Nettleton to Finance Committee dated August 19, 2016.

CFO Don Nettleton submitted a memo reporting that the ORL is generally following very close to budget and that there are no foreseeable concerns at this time.

MOTION 6 21/09/2016
Moved by Karla Kozakevich, seconded by Mike Macnabb,
THAT the internal financial statements to June 30, 2016 be received for information.
CARRIED

Mario Vucinovic left the meeting at 1:15 PM

6. STAFF REPORTS

6.1. Chief Executive Officer – Stephanie Hall

6.1.1. Strategic Plan Update

James Pratt will facilitate a strategic planning update session at the November 16, 2016 Board meeting, which will set the major direction for 2017/2018. There was general consensus from the Board to include the staff working group in this session.

Board Operational Plan Update

Projects completed and/or underway include:

- local branch strategic planning
- launch of a Community Engagement Coordinator and subsequent Westside needs assessment
- launch of a new website www.orl.bc.ca
- launch of BiblioCommons (the ORL's front end interactive catalog and web service)
- self-check expansion underway
- Leap testing in progress

- supervisory training
- communications plan
- expansion of online offerings with the launch of Lynda.com and PressReader.

Regional Directors Mike Macnabb and Larry Morgan thanked Stephanie Hall for her recent presentation on library services to their regional boards.

6.1.2. Kelowna Branch Master Plan, Presentation

Stephanie Hall provided an informational update on the Kelowna Branch revitalization project. The main goals of the project are to strengthen the library as a community hub, to support collaboration, entrepreneurship and creativity, and to create partnerships with the community. The full presentation will be available on the Board's electronic access page.

6.1.3. Permissive Tax Exemption, Update

Status of the ORL's applications for a permissive tax exemption:

Approved:

Armstrong, Oliver, Peachland

Denied:

Keremeos, West Kelowna

Pending

Enderby, Salmon Arm

Staff is waiting to receive a legal opinion on whether regional district boards can grant a permissive tax exemption to a regional library property.

6.2. Information Technology

6.2.1. Overview Presentation – Jeff Campbell

I.T. Manager Jeff Campbell provided an information report on the ORL's infrastructures, future direction and challenges. The full report will be available on the Board's electronic access page.

6.3. Public Services

6.3.1. Centre for Equitable Library Access (CELA) Presentation – Monica Gaucher

Public Services Manager Monica Gaucher provided an information report on the CELA service which is offered by the ORL to those that are print disabled. Patrons have access to a choice of media and reading formats, including audio and Braille, and can have material downloaded to their home computer or device, or mailed to their home. The full report and a link with more information will be available on the Board's electronic access page.

ITEM 8: Chair and Trustee Reports was moved to the next order of business.

8. CHAIR AND TRUSTEE REPORTS

NORD: Director Mike Macnabb advised that, following Stephanie Hall's presentation to the North Okanagan Regional District Board, the board wished to express their support of technology in the ORL by submitting a written request for a 3D printer in the Vernon branch.

WFN: Councillor Chris Derickson advised that, with their recent elections, he will be stepping down as the WFN Trustee for the ORL in order to pursue other directions. He gave recognition and thanks to the library board.

9. NEW BUSINESS

None

10. ADJOURNMENT OF THE REGULAR MEETING

MOTION 7 21/09/2016

Moved by Rosemary Doughty, seconded by Christopher Derikson,
THAT the meeting be adjourned.
CARRIED.

The next meeting will be held on Wednesday, November 16, 2016.

The meeting adjourned at 2:10 PM.

X


BOARD CHAIR: Catherine Lord

Approved & Signed: November 16, 2016