Approved: May 17, 2017

OKANAGAN REGIONAL LIBRARY MINUTES OF THE MEETING OF THE BOARD HELD AT 1380 ELLIS STREET, KELOWNA, BC WEDNESDAY, FEBRUARY 15, 2017

"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 Sherry Philpott-Adhikary, Keremeos Nick Hodge, Lumby Maureen Doerr, Oliver Carol Youngberg, Osoyoos Mario Vucinovic, Peachland Tim Lavery, Salmon Arm Janna Simons, Sicamous
Christine Fraser, Spallumcheen (Alt)
Erin Carlson, Summerland
Catherine Lord, Vernon
Carol Zanon, West Kelowna (Alt)
Larry Morgan, CSRD
Hank Cameron, NORD
Karla Kozakevich, OSRD
Wayne Carson, CORD

MEMBERS ABSENT:

Caleb Moss, Golden Tracy Gray, Kelowna Owen Dickie, Lake Country Rosemary Doughty, Princeton Linda Nixon, Revelstoke Roxanne Lindley, WFN

STAFF PRESENT:

Stephanie Hall, CEO/Secretary to the Board
Don Nettleton, Chief Financial Officer
Georgia McKay, Public Services Manager – Customer Experience
Carla Phillips, Director of Human Resources
Jeff Campbell, Chief Technology Officer
Leah Samson, Administrative Services Manager/Recording Secretary
Michal Utko, Marketing & Communications Manager

AND:

Christine McPhee, Kelowna Branch Head, PEA Representative Rose Jurkic, ORL, CUPE Representative Ken Carmichael, BDO Canada

CALL TO ORDER

The meeting was called to order at 9:35 AM. Quorum was established.



Minutes: Regular Meeting - February 15, 2017

Outgoing Chair's Remarks

Introduction of Guests and Welcome New Board Members

Outgoing Chair Catherine Lord reported on the successes and highlights of 2016, including:

- Implementation of a new 4-year strategic plan with a focus on learning and community involvement;
- Fiscally ensuring that communities are receiving equitable library service applicable with contribution levels (FAMA model);
- 5.5% increase of online and in person visits
- 2.6% increase of electronic and physical circulations
- 2.4% increase of active members
- 18.7% increase of program attendance
- 40.5% increase of w-fi usage
- Renovation of the Kelowna Branch to reflect an emphasis on learning and community.

She thanked the board, management, staff and ORL patrons, and then introduced new board and staff members:

- Hank Cameron, Trustee for North Okanagan Regional District;
- Nick Hodge, Trustee for Lumby;
- Carol Zanon, Alternate Trustee for West Kelowna;
- Christine Fraser, Alternate Trustee for Spallumcheen;
- Michal Utko, ORL Marketing & Communications Manager.

1. AGENDA REVIEW

MOTION 1 15/02/2017 Moved by Karla Kozakevich, seconded by Sherry Philpott-Adhikary, THAT the agenda be adopted. CARRIED

2. APPROVAL OF PREVIOUS MINUTES – November 16, 2016

MOTION 2 15/02/2017 Moved by Larry Morgan, seconded by Karla Kozakevich, THAT the minutes of the meeting held November 16, 2016 be adopted. CARRIED

3. ELECTION OF BOARD OFFICERS

Summary of Elected Positions and Time Commitments

3.1. Nominations Committee Report

3.2. Elections

- a) Board Chair
- b) Board Vice Chair
- c) Finance Committee Chair
- d) Personnel Committee Chair
- e) Policy & Planning Committee Chair

CEO Stephanie Hall conducted the elections, and announced the following nominations:

Chair:

Catherine Lord, Vernon (by the Nominations Committee)

There being no other nominations, Catherine Lord was elected by acclamation.

Vice-Chair:

Karla Kozakevich, RDOS (by the Nominations Committee)

There being no other nominations, Karla Kozakevich was elected by acclamation.

Finance Chair:

Bryden Winsby, West Kelowna (by the Nominations Committee)

There being no other nominations, Bryden Winsby was elected by acclamation.

Personnel Chair:

Sherry Philpott-Adhikary, Keremeos (by the Nominations Committee)

There being no other nominations, Sherry Philpott-Adhikary was elected by acclamation.

Policy & Planning Chair:

Karla Kozakevich, RDOS (by the Nominations Committee)

There being no other nominations, Karla Kozakevich was elected by acclamation.

The meeting was turned over to newly elected Chair Catherine Lord.

4. APPOINT BC LIBRARY TRUSTEES' ASSOCIATION LIAISON

Erin Carlson was appointed BCLTA Liaison for a second term.

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5. APPOINT SIGNING OFFICERS

MOTION 3

16/02/2017

Moved by Christine Fraser, seconded by Carol Zanon,

THAT the following be appointed as ORL signing officers for 2017:

Board Chair
 Finance Committee Chair
 Secretary to the Board
 Chief Financial Officer
 Public Services Manager
 Public Services Manager
 Director of Human Resources

Catherine Lord
Bryden Winsby
Stephanie Hall
Don Nettleton
Georgia McKay
Monica Gaucher
Carla Phillips

CARRIED

6. FINANCE COMMITTEE REPORT

6.1. BDO Dunwoody, Auditor Presentation – Ken Carmichael

Planning Letter to the Board

Item 6.1 'Auditor Presentation' was deferred to later in the meeting. Item 6.2 'Internal Financial Statements' and Item 7 'CEO Report' were moved to the next order of business.

6.2. Memo & Internal Financial Statements to November 30, 2016 - CFO Don Nettleton

The financial statements were distributed. Don Nettleton reported that results continue to come in close to budget overall and he did not anticipate any material items of concern for 2016.

MOTION 4

15/02/2017

Moved by Maureen Doerr, seconded by Carol Youngberg, THAT the internal financial statements to November 30, 2016 be received for information. CARRIED

7. CEO REPORT - CEO Stephanie Hall

A written report was provided with a verbal supplement.

MOTION 5 15/02/2017 Moved by Larry Morgan, seconded by Carol Youngberg, THAT the CEO Report be received for information. CARRIED Item 6.1 'Auditor Presentation' was moved to the next order of business.

6.1 BDO Dunwoody, Auditor Presentation – Ken Carmichael

Planning Letter to the Board

Ken Carmichael, partner with the auditing firm BDO Canada LLP, presented the board with the audit planning report for 2017.

MOTION 6

15/02/2017

Moved by Gyula Kiss, seconded by Christine Fraser,

THAT the Auditor's letter dated November 28, 2016 and presentation be received for information.

CARRIED

8. POLICY AND PLANNING COMMITTEE REPORT - Chair Karla Kozakevich

Sponsorship Policy, Update & Discussion

Karla Kozakevich reported that the committee met on February 6 to further discuss the draft sponsorship and partnership guidelines (see FYI package for minutes). Board members were asked to review the guidelines and provide any feedback or recommendations to Karla and Stephanie Hall by March 15. A draft policy will be presented for approval at the May board meeting.

MOTION 7

15/02/2017

Moved by Larry Morgan, seconded by Sherry Philpott-Adhikary,

THAT the Policy and Planning Committee Report be received for information.

CARRIED

9. CHAIR AND TRUSTEE REPORTS

Board members will sometimes speak about branch visits or other Library related events in their community

Provincial Operating Grant

RDOS Director Karla Kozakevich reported that she and Stephanie Hall met with Penticton MLA Dan Ashton in regards to the Select Standing Committee on Finance and Government Services' Report on the Budget 2017 Consultations, and their recommendation to provide inflation-adjusted funding increases to public libraries. The Report will be tabled in the House in February.

Silver Creek Branch

CSRD Director Larry Morgan reported that he and Stephanie Hall attended a Silver Creek Community Association Meeting on February 7, to discuss library service for the area. A library services community survey has been extended to February 28. The purpose of the survey is to hear how people in Silver Creek and surrounding areas are using their local branches and which services they find most important. Staff will report back.

Westbank Branch

West Kelowna Councillor Carol Zanon reported that Council will hold their annual budget open house this afternoon in the ORL's Westbank Branch.

10. NEXT MEETING – Wednesday, May 17, 2017

11. ADJOURN TO IN-CAMERA MEETING

MOTION 8 15/02/2017 Moved by Karla Kozakevich, seconded by Tim Lavery, THAT the regular meeting be adjourned. CARRIED

The meeting adjourned at 11:00 AM.

Board Chair: Catherine Lord

Approved & Signed: May 17, 2017