

NOTICE OF MEETING

**Okanagan Regional Library Board
will meet**

Wednesday, November 15, 2017

Via Teleconference

**Regular Meeting
9:30 AM – 10:15 AM**

AGENDA

OKANAGAN REGIONAL LIBRARY BOARD
REGULAR MEETING
VIA TELECONFERENCE
AND LIBRARY HEADQUARTERS BOARDROOM
1430 K.L.O. ROAD, KELOWNA, BC
WEDNESDAY, NOVEMBER 15, 2017
9:30 AM

"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."

CALL TO ORDER

1. ROLL CALL

9:30 – 9:33 AM

2. AGENDA REVIEW | LATE ITEMS

9:33 – 9:34 AM

MOTION:

THAT the agenda be adopted.

3. ADOPTION OF PREVIOUS MINUTES – September 20, 2017

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9:34 – 9:35 AM

MOTION:

THAT the minutes of the regular Board meeting held May 17, 2017 be adopted.

4. FINANCE COMMITTEE REPORT – Chair Bryden Winsby

9:35 – 9:50 AM

4.1. Revised Weighted Votes - FYI

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4.2. 2018 Draft Budget Vote

At the September 20, 2017 Board meeting, the Finance Committee had presented the proposed draft 2018 budget with an overall 2.15% net increase

a) Finance Committee Recommended 2018 Budget

Motion:

To recommend approval of the 2018 Draft Budget as presented at the September 20, 2017 Board Meeting, with an overall net increase of 2.15%, for an annual operating fund expenditure of \$19,071,253.

By weighted vote.

b) Working Reserve Spending Plan

Motion:

To recommend approval of the Working Reserve Spending Plan Summary as presented at the September 20, 2017 Board meeting.

By weighted vote.

c) 2018 Member Assessment Levy Spreadsheet

Motion:

To recommend approval of the 2018 Member Assessment Levy Spreadsheet as presented at the September 20, 2017 Board meeting.

By weighted vote.

4.3. FINANCIAL ALLOCATION MODEL ANALYSIS (FAMA)

Motion:

To recommend that a review of the Financial Allocation Model Analysis be initiated in late 2019/early 2020.

4.4. YEAR 2019 BUDGET REQUEST: Memo from S. Hall & D. Nettleton Pg. 11

5. CHAIR REPORT – Catherine Lord

9:50 – 9:55 AM

- Appoint Nominations Committee for 2018 Election of Board Officers
- 2017 UBCM Convention: Rural Library Funding Request

6. TRUSTEE REPORTS

9:55 – 10:00 AM

7. APPROVE 2018 MEETING SCHEDULE

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10:00 – 10:05 AM

Discussion around October 2018 Meeting Date as it relates to the election period

Motion:

To approve the 2018 Meeting Schedule.

8. NEW BUSINESS

9. NEXT MEETING - Wednesday, February 21, 2018 (if approved under Item 7 above)

10. MOTION TO ADJOURN

*Note: These Minutes Have Not Yet
Been Adopted by the Library Board*

OKANAGAN REGIONAL LIBRARY

DRAFT

**MINUTES OF THE REGULAR MEETING OF THE BOARD
HELD AT ORL HEADQUARTERS
1430 KLO ROAD, KELOWNA, BC
WEDNESDAY, SEPTEMBER 20, 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
Rosemary Doughty, Princeton
Linda Nixon, Revelstoke
Tim Lavery, Salmon Arm

Janna Simons, Sicamous
Andrew Casson, Spallumcheen
Doug Holmes, Summerland (Alt)
Catherine Lord, Vernon
Bryden Winsby, West Kelowna
Larry Morgan, CSRD
Hank Cameron, NORD
Karla Kozakevich, OSRD
Wayne Carson, CORD
Tom Konek, WFN (Alt)

MEMBERS ABSENT:

Caleb Moss, Golden
Todd McKenzie, Lake Country

Tracy Gray, Kelowna

STAFF PRESENT:

Stephanie Hall, CEO/Secretary to the Board
Don Nettleton, Chief Financial Officer
Monica Gaucher, Public Services Manager, North
Michal Utko, Marketing & Communications Manager
Leah Samson, Administrative Services Manager/Recording Secretary

GUESTS:

Rose Jurkic, CUPE President
Scott Wells, Fund Development Contractor
Tara Thompson, PEA Rep

CALL TO ORDER

ORL Board Chair Catherine Lord called the meeting to order at 11:12 AM.

Stephanie Hall introduced the guests.

1. AGENDA REVIEW / LATE ITEMS

The following late items were added:

- Under Finance Report: Internal Financial Statements to July 2017 – CFO Don Nettleton
- Under New Business: Library Gift Agreements, Rise & Report
- Under Trustee Reports: Osoyoos Branch Report – Carol Youngberg
- Under Trustee Reports: South Shuswap Branch Report – Larry Morgan

MOTION 1

*Moved by Linda Werner, seconded by Sherry Philpott-Adhikary,
THAT the agenda be approved as amended.
Carried*

2. ADOPTION OF PREVIOUS MINUTES – May 17, 2017

MOTION 2

*Moved by Karla Kozakevich, seconded by Andrew Casson
THAT the minutes of the regular Board meeting held May 17, 2017 be adopted.
Carried*

3. FINANCE COMMITTEE REPORT – Chair Bryden Winsby

3.1. 2018 Draft Budget Presentation

a) PowerPoint: ORL Budget 2018

Bryden Winsby presented the proposed draft 2018 budget with a total operating budget of 2.15%.

b) Draft 2018 Member Assessment Levy Spreadsheet

c) Draft Working Reserve Spending Plan

CFO Don Nettleton reviewed the details of the draft working reserve spending plan. Discussion was held around an ORL plan that would be similar to municipal asset management.

MOTION 3

*Moved by Larry Morgan, seconded by Maureen Doerr,
THAT staff develop an ORL facilities master plan for presentation to the
Library Board by fall 2018.
Carried*

MOTION 4

*Moved by Catherine Lord, seconded by Bryden Winsby,
THAT the vote to approve the proposed draft 2018 budget be deferred to the
November 15, 2017 Board meeting.*

Carried

MOTION 5

*Moved by Tim Lavery, seconded by Larry Morgan,
THAT all proposed motions relating to the 2018 draft budget vote be
deferred to the November 15, 2017 Board meeting.*

Carried.

3.2. Internal Financial Statements to July 2017

A memo was distributed from CFO Don Nettleton with internal receipts and disbursements spreadsheets to July 2017. Mr. Nettleton reported that there were no significant issues or variances from budget, with no areas of concern, and any minor items are generally attributed to timing.

4. STAFF REPORTS

4.1. CEO Report

CEO Stephanie Hall presented the Library Board with a report highlighting the activities since February, including:

- Pop-up Makerspace at the Kelowna Branch
- Key recruitments of Assessment and Technical Services Coordinator Michael Baird and Fund Development Contractor Scott Wells
- Completion of the Peachland Branch renovation
- Space planning for Westbank, Salmon Arm and Oliver
- Completion of the concept plans for the Westside Learning Lab.

4.2. Marketing & Communications

- a) Brand Concept Presentation
- b) Discussion

Andrew Casson, as the Library Board representative on the ORL Brand Concept Committee, introduced the presentation and provided a brief overview. Marketing and Communications Manager Michal Utko presented the Library Board with the new brand concept.

MOTION 6

*Moved by Andrew Casson, seconded by Rosemary Doughty,
THAT the Library Board endorse the new ORL brand concept as
presented.*

Carried unanimously.

5. CHAIR REPORT

UBCM Resolution: Restoration of Previous Provincial Funding Levels for Public Libraries (Powell River City)

- a) Memo from S. Hall, dated Sept. 14, 2017**
- b) Support for Resolutions**

Board Chair Catherine Lord reported that Resolutions B60 – Restoration of Previous Provincial Funding Levels for Public Libraries, and C4 – Provincial Funding Levels for Libraries, are on the table for the upcoming 2017 UBCM Convention later this month. Board members were asked to consider supporting these motions at UBCM.

- c) Draft Letter to Education Minister Fleming**

On behalf of the ORL Board and staff, a letter will be sent to Education Minister Rob Fleming, outlining the needs and opportunities in the BC public library sectors and how government can support the work and community benefits of public libraries, including consideration of removing the 10+ year freeze on funding levels.

6. TRUSTEE REPORTS

- a) Osoyoos Branch Report**

Osoyoos Trustee Carol Youngberg presented a report on the activities of the Osoyoos Branch.

- b) South Shuswap Branch Report**

CSRD Trustee Larry Morgan presented a report on the results of a survey, which indicate that respondents are very satisfied with library service and that library service is very important for the South Shuswap area residents.

7. NEW BUSINESS

7.1. Library Gift Agreements/Named Spaces

Rise and Report

In their in-camera meeting, the ORL Board approved two agreements between the ORL and each of David Askew and the Friends of the Summerland Library Society. These agreements acknowledge the substantial financial support received by the Askew Family and the Friends of the Summerland Library Society, which helped build new branches in Armstrong and Summerland respectively. The Armstrong community meeting room will be named in honour of David Askew, and the Summerland outdoor terrace will be named in honour of the Summerland Friends.

8. NEXT MEETING

Wednesday, November 15, 2017: 2018 Budget Vote

9. MOTION TO ADJOURN

MOTION 7

*Moved by Andrew Casson, seconded by Linder Werner,
THAT the meeting be adjourned.*

Carried.

The meeting adjourned at 12:33 PM.

MEMO

Okanagan Regional Library 1430 K.L.O. Road, Kelowna, BC V1W 3P6 (250) 860-4033 Fax: (250) 861-8696

To:	ORL Library Board
From:	Leah Samson, Administrative Services Manager
Re:	Population Figures for Levies and Weighted Votes
Date:	October 23, 2017

Population figures are received annually from the Libraries Branch at the Ministry of Education. The population figures are used for levy calculations and all weighted board votes between October 1st of the current year until September 30th of the following year.

The *Library Act*, Part 3, Voting on Expenditures, Section 23 states: “(1) on questions involving the expenditure of money (a) each member of the library board has one vote plus one additional vote for each complete 1000 after the first 1000 of the population of the municipality represented by the member or the electoral participating areas of the regional district represented by the member, and (b) a majority of the weighted votes cast decides those questions.”

The changes this year were:

1. Armstrong votes increased by 1, from 4 to 5;
2. Golden + Electoral Area A votes decreased by 1, from 7 to 6;
3. Kelowna votes increased by 3, from 126 to 129;
4. Lake Country votes decreased by 2, from 14 to 12;
5. Osoyoos votes increased by 1, from 4 to 5;
6. West Kelowna votes decreased by 2, from 34 to 32;
7. Westbank First Nations increased by 2, from 7 to 9;
8. CORD I,J, decreased by 1, from 6 to 5.

All other votes remain the same. As per Board Policy, Section II, the revised weighted vote sheet will be used at the upcoming Board meeting.

Any questions can be directed to ORL Chief Financial Officer Don Nettleton.

OKANAGAN REGIONAL LIBRARY BOARD - WEIGHTED VOTE SHEET

Effective October 1, 2017 to September 30, 2018

MUNICIPALITY	POPULATION	WEIGHTED VOTE
Armstrong	5,114	5
Coldstream	10,648	10
Enderby	2,964	2
Golden + Electoral Area A	6,856	6
Kelowna	129,044	129
Keremeos	1,502	1
Lake Country	12,922	12
Lumby	1,833	1
Oliver	4,928	4
Osoyoos	5,085	5
Peachland	5,428	5
Princeton	2,828	2
Revelstoke	7,547	7
Salmon Arm	17,706	17
Sicamous	2,429	2
Spallumcheen	5,106	5
Summerland	11,615	11
Vernon	40,116	40
West Kelowna	32,655	32
Municipal Total	306,326	296
REGIONAL DISTRICTS	POPULATION	WEIGHTED VOTE
Central Okanagan I & J	5,805	5
Columbia Shuswap B,C,D,E & F	16,316	16
North Okanagan B,C,D,E & F	18,573	18
Okanagan Similkameen A,B,C,D,E,F&G	18,489	18
Regional Districts Total	59,183	57
Westbank First Nations	9,028	9
Regional Library District Total	374,537	362



MEMO

Okanagan Regional Library 1430 K.L.O. Road, Kelowna, BC V1W 3P6 (250) 860-4033 Fax: (250) 861-8696

To:	ORL Library Board
From:	Stephanie Hall, ORL CEO & Don Nettleton, ORL Chief Financial Officer
Re:	Flagging a 2019 Budget Request: Branch Security
Date:	November 9, 2017

The ORL is experiencing an increase in the nature and severity of security incidents in our urban branches (Kelowna Branch and Vernon Branch). Given the budget cycle, we are not bringing forward a new item for the 2018 budget at this point, but want to flag for the Board that this will likely be one of our major asks in 2019.

At present, we have instituted a pilot of having a security guard present for every hour we are open and this will extend until May 2018. We are covering this out of internal savings from 2018 (estimated additional cost for six months of coverage is \$54,000), but this is one time money. In future board meetings, Director of Human Resources Carla Phillips will report on the developing situation and the results of this pilot.

Most urban libraries do employ full time security, and while we have always had various incidents, we are seeing a spike, particularly in drug-related incidents. The opioid crisis is affecting many service organizations and we are not immune.

Other responses we are pursuing include:

- additional staff training
- coordinated community responses
- improved tracking system to enable better analysis
- Improved Occupational Health & Safety guidelines and protocols.

At this time, we are not asking the Board for additional funding or specific action, however, we do want to alert you of the developing situation and our response, in addition to flagging this as an upcoming budgetary item.

BOARD POLICY & REGULATIONS**SECTION II: BOARD ORGANIZATION AND STRUCTURE, PART A: MEETINGS,
REGULAR BOARD MEETING SCHEDULE**

There shall be four regular meetings of the Board in each year and such other meetings as the Board may decide. Regular meetings will be held in February, May, September and November, except in years when municipal elections are held. In years when there is a municipal election, meetings will be held in February, May, September and October.

<p>BOARD MEETING SCHEDULE – 2018</p> <p>In-Camera meetings begin at 9:30 AM (subject to change) Regular meetings begin at 10:00 AM (subject to change)</p> <p>Library Headquarters, Boardroom, 1430 KLO Road, Kelowna, BC</p>
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Wednesday February 21, 2018**Annual General Meeting****Wednesday May 16, 2018****Regular Meeting****Wednesday September 19, 2018****Regular Meeting****Wednesday October 17, 2018****Regular Meeting**

2018 Dates of Interest to Board Members:**SILGA AGM and Convention**

April 24 – 27, 2018

BC Library Association Annual Conference

May 9 – 11, 2018

UBCM Convention

September 10 – 14, 2018

General Local Elections

October 20, 2018