



MINUTES

**LIBRARY BOARD REGULAR MEETING
HELD AT LIBRARY HEADQUARTERS, BOARDROOM
1430 KLO ROAD, KELOWNA, BC
WEDNESDAY, MAY 22, 2019
10:00 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.”

TRUSTEES IN ATTENDANCE

Karla Kozakevich, OSRD, Board Chair
Linda Fisher, Armstrong
Tundra Baird, Enderby
Sherry Philpott-Adhikary, Keremeos
Todd McKenzie, Lake Country
Lori Mindnich, Lumby
David Mattes, Oliver
Brian Harvey, Osoyoos
George Elliott, Princeton (Alt)

Tim Lavery, Salmon Arm
Andrew Casson, Spallumcheen
Erin Carlson, Summerland
Kari Gares, Vernon (Alt)
Jason Friesen, West Kelowna
Wayne Carson, CORD
Jay Simpson, CSRD
Amanda Shatzko, NORD
Thomas Konek, WFN

TRUSTEES ABSENT

Pat Cochrane, Coldstream
Caleb Moss, Golden
Loyal Wooldridge, Kelowna

Patrick Van Minsel, Peachland
Steven Cross, Revelstoke
Bob Evans, Sicamous

ADMINISTRATION STAFF IN ATTENDANCE

Don Nettleton, Chief Executive Officer
Jeremy Sundin, Chief Financial Officer
Christine McPhee, Director of Public Services - South
Monica Gaucher, Director of Public Services - North
Carla Phillips, Director of Human Resources
Michal Utko, Director of Marketing and Communications
Leah Samson, Manager of Administrative Services (Recording Secretary)

GUESTS IN ATTENDANCE

Markus Schrott, BDO Canada
Rose Jurkic, C.U.P.E. President

James Laitinen, P.E.A. President

CALL TO ORDER

INTRODUCTION OF GUESTS

Chair Karla Kozakevich called the meeting to order at 10:08 AM.

1. AGENDA REVIEW

Under Item 3 'Finance Committee Report', Item 3.b.1 '2018 Audited Financial Statements' was moved to the first order of business followed by Item 3.a.1 'Auditor's Final Report to the Board'.

MOTION 1

It was moved and seconded

THAT the Agenda be adopted as amended.

CARRIED

2. ADOPTION OF PREVIOUS IN-CAMERA MINUTES – February 20, 2019

MOTION 2

It was moved and seconded,

THAT the Board approve the Minutes of the Board Meeting held February 20, 2019.

CARRIED

3. FINANCE COMMITTEE REPORT – Chair David Mattes

David Mattes reported that the Finance Committee has set dates to discuss the 2020 budget.

3.1. 2018 AUDITED FINANCIAL STATEMENTS – Presented by Markus Schrott, BDO Canada

a) Year 2018 Audited Financial Statements

Markus Schrott presented the highlights of the Auditor's Report and 2018 Audited Financial Statements, which showed a small surplus for 2018.

MOTION 3

It was moved and seconded

THAT the Board approve the draft Year 2018 Audited Financial Statements.

CARRIED

b) Auditor's Final Report to the Board

MOTION 4

It was moved and seconded

THAT the Board receive the Auditor's Report to the Board dated May 22, 2019, for information.

CARRIED

c) Year 2018 Statement of Financial Information (SOFI) Report – Jeremy Sundin

As per Board Policy, the Finance Committee had approved the Year 2018 SOFI Report at their meeting on May 7, 2019.

MOTION 5

It was moved and seconded

THAT the Board receive the Year 2018 Statement of Financial Information Report for information.

CARRIED

The approved 2018 Audited Financial Statements will form part of this SOFI Report, which will be submitted to the Libraries Branch Ministry of Education as mandated.

3.2. APPOINT AUDITOR FOR 2019 AUDIT

MOTION 6

It was moved and seconded,

THAT the Board appoint BDO Canada as auditor for the Okanagan Regional Library's audit for year 2019.

CARRIED

Board Policy Section XI: Finance, 'Tender for Financial Services' reads: "The Board shall go out to tender for all financial services on a five-year cycle. Such services to include auditing, banking and insurance."

MOTION 7

It was moved and seconded,

THAT the Board refer to the Policy and Planning Committee, a review of policy Section XI in regards to the appointment of auditor, and report back to the Board with their recommendations.

CARRIED

3.3. FINANCIAL UPDATE REPORT TO MARCH 31, 2019 – CFO Jeremy Sundin

A financial report dated May 17, 2019 was distributed. Jeremy Sundin reported that the ORL's financial results to March 31st are generally consistent with expectation and there does not appear to be anything that requires specific Board attention at this time.

MOTION 8

It was moved and seconded,

THAT the Board receive the Financial Update Report t for information.

CARRIED

4. STAFF REPORTS

a) **Programming Update** – Director of Public Services Christine McPhee

The Board viewed a presentation on system-wide technology programming over the past few years, as well as a demonstration of the new tech equipment and teaching strategies currently underway, including a robot tour scheduled for the summer.

b) **Homelessness Challenges: Overview of Library Approach and Training**
– System Circulation Coordinator Mark Reinelt

The Board viewed a presentation on homelessness training that was provided to staff system-wide, in order for staff to better understand and serve its homeless and diverse library patrons.

c) **2018 Annual Report** – Director of Marketing & Communications Michal Utko

Print copies of the 2018 Annual Report were distributed. The Report will be available on the Library's website.

MOTION 9

It was moved and seconded,

THAT the Board approve the 2018 Annual Report as presented.

CARRIED

d) **CEO Report** – Don Nettleton

a) Columbia Basin Trust Grants (Golden and Revelstoke)

The Board viewed a presentation of the final approved grants from the Columbia Basin Trust, along with the ORL's funding portion needed for each of Golden and Revelstoke Branches.

MOTION 10

It was moved and seconded,

THAT the Board approve the expenditures from non-capital ORL maintenance reserves for Golden's 30% portion up to \$42,955; and Revelstoke's 30% portion of equipment funds needed up to \$32,594, for a total of up to \$75,549.

By weighted vote

Opposed 0

CARRIED UNANIMOUSLY BY WEIGHTED VOTE.

MOTION 11

It was moved and seconded,

THAT the Board authorize the Finance Committee to approve funds as they see fit from ORL maintenance reserves should community fundraising fall short of required matching funds, up to a maximum of \$119,000, for the capital expansion in Revelstoke.

By weighted vote

Opposed 0

CARRIED UNANIMOUSLY BY WEIGHTED VOTE.

b) Canadian Urban Libraries Council (CULC)

The Board heard an overview of Mr. Nettleton's attendance at the CULC spring meeting held May 14 and 15, which included: the impact of CELA and NNELS on public library services to persons with print disabilities; a Canada wide digital reading program called 'One ERead Canada'; and an eContent for Libraries campaign to raise awareness of issues facing Canadian public libraries with regards to eAudiobook access and fair eBook pricing. CULC members recently met with the Minister of Heritage and the Ottawa Finance Minister on this topic.

A report, letter and draft motion were distributed, setting out the background, issues and costs in regards to Canadian public libraries' inability to access digital publications. Mr. Nettleton asked that board members take the letter to their councils to request the support and endorsement of CULC's efforts to increase access to digital publications, and to call on federal government to develop solutions, and to forward the letter and municipal motion to their local Member of Parliament, local federal election candidate, and Federal Minister of Canadian Heritage.

The Board of Trustees directed staff to forwards the correspondence to all mayors and councils within the ORL district, with a request that they send a letter of support and endorsement of CULC's efforts to increase access to digital publications for library users across Canada.

c) Kelowna Branch Maker Space

The Board heard a progress report in regards to the new space, which is expected to open this summer.

d) Diversabilities Workshop

Seventy-five library staff attended an internal workshop, whose aim was to bring awareness to the perspective of patrons with different diversabilities such as learning challenges and autism.

e) Salmon Arm Renovations

Renovations are near completion.

f) Staff Leadership Retirements

Several long-term employees were thanked for their commitment and service to the Library. We wish them well as they embark upon well-earned retirement:

- Deb Dolman, Systems Material Handling Coordinator: 40+ years
- Kathy Charlton, Golden Branch Community Librarian: 30+ years
- Karen Barrett, Human Resources Assistant: 10+ years

g) General Items

- Armstrong Branch Recognition Event will be held May 30, to acknowledge the generous support of the Askew Family towards the branch relocation project.
- Director of Public Services Christine McPhee and Vernon Branch Head Kristy Hennings are undergoing public library leadership training programs.

5. CHAIR REPORT – Karla Kozakevich

Director Kozakevich reported on her and Keremeos Mayor Bauers' meeting in April with Minister Fleming, to advocate for public libraries and rural library funding. She also reported on a recent outreach meeting in the Similkameen with local delegates, where she expressed the need to highlight with the Minister, other services offered by libraries, such as online health care for seniors.

6. BCLTA REPORT – Erin Carlson & Thomas Konek

Councillors Carlson and Konek reported on their attendance at the BC Public Libraries Summit, held May 11, 2019 in Surrey, where speakers presented on the importance of public libraries for community development and well-being. Ninety-five public library trustees, library directors, staff, and public library supporters gathered to share their experiences and expertise; to hear ideas; and to be part of building an ongoing province-wide shared understanding of the public library's unique role and value in communities across the province and the importance of investment in public libraries. A summary report was prepared to use in preparations for the upcoming BC Budget Consultations, UBCM resolutions, and any ongoing advocacy with government funders.

BC Public Library Partners meet on May 30 to review advocacy actions to date and to plan next steps. They will provide a letter template and key messages for submissions to the Select Standing Committee on Finance and Government Services budget consultations. The Partners have a meeting scheduled in Victoria with Minister Fleming on June 11 and a meeting with Assistant Deputy Minister Jennifer McCrea on June 18. The BC Public Library Partners will also attend the UBCM Convention Trade Show on September 25 and 26, to meet with delegates and talk about the importance of investing in public libraries.

Councillor Carlson is back on the BCLTA Board of Directors for 2019 to 2021.

7. TRUSTEE REPORTS

Councillor Konek thanked the Board for supporting the creation of the Westside Learning Lab and its location on first nations land.


8. NEXT MEETING – Wednesday, September 18, 2019

9. MOTION TO ADJOURN

MOTION 12

*It was moved and seconded,
THAT the meeting be adjourned.
CARRIED*

The meeting adjourned at 12:18 PM.

X 

Board Chair: Karla Kozakevich
Approved & Signed: Sept 18, 2019