

Minutes, Kimberley Public Library Board Meeting

May 7, 2024

4:00pm call to order

Minutes: Greg

Present: Greg Bradley, Joanne Warholik, Bob Gilchrist, Keith Nicholas, Ariane Brunet, Jason McBain, Tegan Madge

Regrets: Dan Moe

Accept Minutes: Motion to accept minutes of March 26, 2024.

Motion: Jo, Seconded: Keith; carried.

Reports

Treasurer: Jo submitted a written report including the March financials prior to the meeting. Request was made to add a column to the *Budget vs. Actuals 2024* report that would reflect % of Total Annual budget for each line item.

Motion: Accept the receipt of the KPL Financial Report covering the period through March 31, 2024.

Motion: Jo, Seconded: Bob, carried.

Director: Tegan provided several updates to the Board, including:

- Continued work on the policy manual.
- The Reading Room will be getting some new furniture and a general refresh.
- Provincial Annual reports are underway and almost ready for submission.
- Staff performance reviews will be done in June.
- Carmen is the new union job steward and some early review work is being done in preparation for a new collective agreement (existing agreement in place through May 31, 2025).
- The occupancy capacity for the upstairs reading room was reviewed by the Fire Chief and the new capacity is 30 people. This is expected to negatively impact programming using that space.
- There have been some ongoing issues with vandalism in the downstairs female washroom. Staff are monitoring the problem.
- For budget 2025 consideration, look at additional staffing particularly for tech help for patrons.
- BC Libraries Co-operative (Sitka loan system) reported a data breach in April, but "minimal data" was obtained.
- Kimberley has been asked to host the KLF fall meeting. The Board is in support of this, and Tegan will proceed with planning.

New Business

- Policies – circulated March 28
 - GP-01 Trustee Code of Ethics
 - GP-02 Trustee Appointments & Terms of Office
 - GP-03 Library Board Meetings
 - GP-04 Library Board Committees
 - GP-A01 Library Board Trustee Guidelines
 - GP-A02 Roles in the Library
 - Mileage Expense Claim Form

Motion: With minor changes noted during discussion, adopt the listed policies to be included in the policy manual.

Motion: Jason, Seconded: Keith, carried.

- Tegan performance review (and congratulations for 1 year anniversary!)
Greg and Bob will be working through a 360 performance review with Tegan, anticipated in June.

Tegan also successfully completed the 6 month intensive LLEAD (Library & Information Sector Leader Development) program. Congratulations!

Meeting adjourned:

5:33pm; Motion: Bob, Seconded: Jason; carried.

Next meeting: May 28, 2024 at 4pm