PRESENT:        Jeff Jones, Chair
                Joanne Beetstra
                Gilbert Champagne
                Win Mott
                Lorne Swayze
                Colleen Jones Council Representative
                Samantha Murphy, Interim Library Director

REGRETS:        Sherri Smith

CALL TO ORDER:
Chair J. Jones called the meeting to order at 3:03 p.m.

ACKNOWLEDGEMENT OF VISITORS
Kenneth Williment

ADOPTION OF AGENDA
Moved by C. Jones, seconded by G. Champagne AND RESOLVED THAT:

The Agenda for the March 20, 2019 meeting be adopted as circulated.

ADOPTION OF MINUTES
Moved by J. Beetstra, seconded by W. Mott AND RESOLVED THAT:

The Minutes from the February 20, 2019 Regular Meeting, be adopted.

LIBRARY DIRECTOR’S UPDATES

• Monthly Update Report
  o Discussion regarding public access of wifi outside of the building when the library is closed
  o Concern expressed regarding safety of staff if they leave the building to attend to individuals who are loitering.
  o Colleen will take email sent to Samantha from Lisa (Capital Theatre) relative to challenging individuals who may be loitering in the downtown core and around the library to City Council to discuss the issue
  o Parking at Jubilee Parking Lot – becoming increasingly problematic –
    ▪ City is supposed to be taking action to install lighting in the parking lot…
    ▪ Security cameras maybe need to be installed by the city.

• Riverfront Centre First Anniversary Open House
- Five year plan for replacement of photocopier and update of Userful Network Software
  - Sam will get clarification about the inclusion of funding in the budget for this purpose
  - There will be an increase to cost of copying - $0.25/bw and $0.50/color
- First Quarter 2019 Report will be presented at the April Board Meeting
- Unpaid Invoice – Hi-Cube Storage (attached)
  - Concern expressed that the bill may have already been paid, and if not, where the amount for the bill is supposed to be taken.
  - Sam will get a picture from the company of the shelf and clarification as to which shelf it was

**TALKING BOOKS**

In response to a patron’s question, Colleen brought forward a question about the inventory of talking books.

- Sam (librarian) has been in touch with Alan Kirk from Nelson
- Sam Murphy provided clarity regarding the collection we have
- Home delivery of the disks like we do books was proposed and received positive feedback

**CORRESPONDENCE**

- 23 February 2019 from Chair Jones to A. Weeks

**ESTABLISHMENT OF A DISCRETIONARY FUND**

Moved by J. Jones, seconded by J. Beetstra AND RESOLVED THAT:

The 2019 Budget be amended to reflect a $3000.00 Discretionary Fund for the Director to access.

**BOARD MEMBERSHIP**

- Alex Skulkety has resigned from the Board, citing lack of availability.
- Advertising for two new Trail Trustees was discussed. It was determined that we should wait to advertise in the spring, after the appointment of a new Director, and in preparation for a full Board compliment for the Fall.

**COMMITTEE’S TERMS OF REFERENCE**

Moved by W. Mott, seconded by G. Champagne AND RESOLVED THAT:

The draft Finance Committee Terms of Reference be adopted as amended.

**COMMITTEE REPORTS**

A. Finance

Financial Statements for end of February, 2019 have not yet been received from the City of Trail
B. **Policy and Procedures**
Discussion ensued regarding the policy relative to the presence of food in the library. Museum staff, who share the building, strongly recommend that the policy of having no food be upheld. They have cited a concern regarding protection of the collection from sticky/messy hands, and vermin that may destroy artifacts.

There was also discussion about the suggestion by the capital theatre that we turn off access to wifi when the library is closed.

Sam will be meeting with the building committee and bring back recommendations regarding policy development regarding food and wifi.

C. **Personnel**
Progress continues to be made with regard to the search for position of Library Director. We received a good response to a posting for Page. Summer Student Staff will now be recruited. Casual Programmer position to cover a maternity leave will be posted. Sam continuing with analysis of positions in terms of time/role/responsibilities

D. **Fundraising**

E. **Building**

F. **KLF**
- KLF Newsletter- Attached
- KLF Spring Meeting – Rossland – April 13 – 9-3:30
- Trustee Orientation Program – Spring orientation in Cranbrook and Fall orientation will be in the West Kootenays.

**CLOSED MEETING**

**Moved by** L. Swayze, seconded by G. Champagne AND RESOLVED THAT:

The Board move into closed meeting.

**ADJOURNMENT**

The meeting adjourned at 5:20 p.m.

The next meeting of the Board will be **April 17, 2019** at 3:00 PM.