

Present: Celia Cheatley, Margaret Wanke, Stephanie Judy, Trish Feeney, Molly Leathwood – Village Representative, Eva Kelemen (recorder)

Regrets: Leah Honkanen

1. Call to Order: **6:03 pm**
2. Approval of Agenda: **Motion to approve the agenda with the addition of 7-c Postage for resource sharing and 7-d Ministerial approval of lease. Margaret/ Stephanie/ carried.**
3. Approval of Minutes: **Motion to approve the minutes from October 19, 2023. Stephanie/ Margaret/ carried.**
4. Correspondence:
 - a) BC PLA Governance (attached) The board expressed interest in the PLA project to create a robust set of bylaw and policy update templates to support governance.
5. Business Arising:
 - a) Email motions:
 - i. (Nov 13) Motion to adopt the Kootenay Libraries Accessibility Plan as a framework document. **Ratified.** Eva to post on the website and work on feedback mechanism per requirements.
 - b) New Library Project (Strategic Plan Priority)
 - i. Fundraising committee: The Nov 17 launch of the Silent Art Auction Fundraiser was well-attended. Thirty-four pieces of art were donated and beautifully displayed by volunteers. Bidders are assigned numbers for privacy. Auction closes on November 30. The remainder of the year will focus on year-end giving. The committee will meet once more in 2023 to debrief and plan the next event for February.
 - c) Interim Strategic Plan draft (attached) – **Motion to adopt the Interim Strategic Plan 2024-2026 as amended. Trish/ Margaret/ carried.** Discussion on ‘functional’ accessibility that includes accessible service desk, signage, contrast when choosing colours, and more (beyond building accessibility).
 - d) Board recruitment – **Motion to strike a committee to develop board policy around recruitment. Trish/ Margaret/ carried.** The committee includes: Molly, Stephanie, and Eva. Eva to forward information.
6. Reports:
 - a) Financial—(October comparative income statement & November account snapshot) All but one term has been reinvested in 2023 for better interest rates. The remaining term will mature in 2024 and has a good interest rate. A summary of the income statement with a focus on 2023 operations only was circulated (ie – portion of Enhancement grant that we expect to spend in 2023 & removal of New Library Project to a different column). This helped to demonstrate that spending is on track. Eva will prepare a motion to defer chart for various multi-year projects for the next meeting. **Report accepted as presented.**

- b) Library Director –(regular report & privacy report attached) Highlights: report included notes on lease renewal, ideas around succession planning per the strategic plan. Eva reviewed the new updated privacy guidelines for public libraries and shared a summary along with our current compliance status as a working document for developing new procedures and policies. Next steps will be to examine templates, make recommendations and form a working group in 2024. The KLF will be sending our library a Walking in good relations board game and the ?uki - Card Game to add to our Indigenous collection. **Report accepted as presented.**
 - c) Program Coordinator –(next report in January)
 - d) Kootenay Library Federation- Emergency Preparedness webinar Nov 16 & 17 – Stephanie & Eva participated. BCLTA has just shared templates that the board can use to make emergency plans. Eva to forward. Stephanie will attend the Intellectual Freedom and the Library Trustee Workshop on Nov 30 and report in January.
7. New Business:
- a) Christmas closure: **Motion to close the library from December 26 to 30. Molly/ Trish/ carried.** The last open day for 2023 will be Saturday December 23 and the library will re-open on Tuesday January 2, 2024.
 - b) Appointment to KLBC: **Tabled**
 - c) Postage for resource sharing: **Motion to add a new employee to our credit card account with a \$500 limit to pay for postage for resource sharing. Trish/ Stephanie/ carried.**
 - d) Ministerial approval of lease: Our lease is set to expire December 31st. Our committee sent feedback regarding the proposed lease on November 14. However, we just learned that ministerial approval is required for lease renewals. This means that the province will review the previous lease and the proposed lease to flag items that they could not recommend for ministerial approval. Once the document is at a point that both the Village and KDPL are ready to sign after PLB review, then a formal letter to request lease approval by the Minister will be sent. PLB strongly recommends that the lease is reviewed by a lawyer that is not related to KDPL or VOK. This process will take 6-8 weeks. **Motion to make a request to VOK to extend current lease to accommodate ministerial approval. Molly/ Margaret/ carried.**
8. Next Meeting: January 18, 2024 at 6 pm
9. Adjournment: **7:20 pm - Trish**