

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

Regrets: Donna Gibbons, Stephanie Judy,

1. Call to Order: **4:03 pm**
2. Territorial Acknowledgement: *We acknowledge that the land on which we gather for library business is the traditional and unceded territory of the Ktunaxa, Syilx, and Sinixt Nations and home to the Metis.*
3. Approval of Agenda: **Motion to approve the agenda with the addition of 8-d KDPL team appreciation party. Leah /carried.**
4. Approval of Minutes **Motion to approve the minutes from November 4, 2024 Molly /carried.**
5. Correspondence:
 - a) none
6. Business Arising:
 - a) Email motions: none
 - b) New Library Project (NLP) - Strategic Plan Priority
 - i. NLP fundraising: The Nelson Chocofellar chocolate bar fundraiser is in process and going well. Supplies have been restocked!
 - ii. NLP Operating Budget (draft attached): Margaret noted that before a federal granted project can proceed, there must be an agreement regarding operating and asset management with the Village and RDCK. At the October shared services committee meeting, Director Watson requested to see numbers for the January meeting. Review of the attached draft budget is the first step. **Motion to approve the attached working document for a new library operating budget for 2028 to facilitate working with the Village and RDCK on agreements. Margaret/ carried.**
 - c) Board recruitment (Strategic plan priority) - tabled
 - d) Ministerial approval of lease – no update
 - e) Emergency Preparedness- tabled
 - f) Boards as employers (Leah) – (draft staff contract & Appendix E attached) **MOTION to approve the draft contract as edited and attached. Leah/ carried. MOTION to approve Appendix E as reorganized (E.2. sick days & E.4. health benefits) with the addition of E.3. Statutory Holiday Pay per attached document. Trish/ carried.** It was suggested to add 'reserves' to the next agenda to discuss severance pay reserves per the Employment Standards Act.

g) Director's insurance – Eva to submit the form after review.

7. Reports:

- a) Financial—(October comparative statement attached) – Most revenue has been received. Goals for operational sponsorship, donations and fundraising (book sales) will not be met in 2024 while the focus remains on the New Library Project. Year end spending may be difficult to meet with the postal strike. Several standing book orders are being cancelled by the supplier. Serre benefits are spent as of November. Insurance is paid (\$2308) and lease billing is on hold until new lease is approved by minister and signed. **Report accepted as presented.**
- b) Library Director –(attached) Interlibrary loans are missed by community members. The lending systems have been shut down province-wide due to the postal strike that began Nov 15. Eva watched the Succession Planning Workshop on Nov 25 and noted that it aligns with the succession plan presented in the attached director report. Reminder that BCLTA is hosting an Identifying Board Recruitment Gaps webinar on Dec 3. **Report accepted as presented.**
- c) Program Coordinator –(no report)
- d) Kootenay Library Federation (KLF)- KLF shared the Succession Planning Workshop link as well as three templates to work with.

8. New Business:

- a) Succession Planning: Eva presented a 7-part plan for succession that includes status of each item or actions needed. A new procedure manual specific to the Library Director position is in process. The most critical procedures have been updated. Eva to continue with others and report progress to the board.
- b) Policy updates sections: 7.4.2 & 7.4.3 – review sections– Tabled.
- c) Christmas closure: **Motion to close the library from December 24th to January 1st. Trish/ carried.**
- d) KDPL team appreciation: **Motion to close the library at 4 pm on Wednesday December 18 to celebrate. Molly/ carried.** Eva to email invitation. Board to bring refreshments.

9. Next Meeting: January 20, 2025

10. Adjournment: **5:40 pm - Leah.**