

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

Regrets: Donna Gibbons

1. Call to Order: **4:05 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 pension benefit review to 8-d. Trish/ carried.**
4. Approval of Minutes: **Motion to approve the minutes from November 25, 2024. Stephanie/ carried.**
5. Correspondence:
 - a) 2024.12.24 from Deputy Minister Teri Collins, Ministry of Housing and Municipal Affairs re: Approval of lease (attached)
6. Business Arising:
 - a) Email motions: none
 - i.
 - b) New Library Project (NLP) - Strategic Plan Priority
 - i. NLP fundraising: Eva: \$1,106,877 raised to Dec 31, 2024. The Chocofellar chocolate bar fundraiser raised \$1,577.50. Eva to order more perimeter plaques soon.
 - ii. Presentation to NKL Services: Margaret: Long term planning projections were presented at the Jan 20 North Kootenay Lake Services Meeting. Increases to operating costs are estimated at approximately \$33 - 34K/year to include building maintenance, insurance, and staffing. With upfront library reserve contributions and ongoing fundraising (including grants), our models show that funding for capital renewal (building repair/upgrades) is viable for a 25-35 year timeframe with little or no tax contribution. Stuart Horn and Robert Baker were asked to further discuss what the VOK requires of RDCK to fulfil the requirement for an agreement as a condition for accepting the GICB grant, in consideration of RDCK planning processes. The Library Planning Committee is ready to present the information to Council.
 - c) Board recruitment (Strategic plan priority) –Eva to set up meeting with committee via email.
 - d) Director’s insurance – no update. Eva to email broker and research need & benefits.
 - e) Succession planning – no update

7. Reports:

- a) Financial— (December comparative statement) The December statement is correct and current to a point. It does not include accounts payable, accounts receivable, amortization, nor yearend adjustments made for multi-year projects. Item 8-c-year end motions included a detailed presentation. **Report accepted as presented.**
- b) Library Director –(attached) The board thanked Eva for 20 years of community services as librarian. Updates included impact of postal strike, successful fire inspection, lease approval, new library business plan development, and upcoming programs. **Report accepted as presented.**
- c) Program Coordinator – (two reports attached) **Reports accepted as presented.**
- d) Kootenay Library Federation (KLF)- The KLF conference will take place in Castlegar in April. Details to follow. **Report accepted as presented.**

8. New Business:

- a. Reserves: (Kootenay Savings account summary attached): Discussion to designate some reserves for severance pay per the Employment Act and to support succession training. **Motion to designate terms 98, 100, 101, and 102 as HR reserves and amalgamate into new term when they mature in June 2026. Leah/ carried.** Eva to look into renaming terms on the Kootenay Savings account to simplify account summary tracking and discussion.
- a) Policy update committee: Eva & Celia to review & update policy & form for approval at the February board meeting.
- b) Term 112: This NLP term matures January 25. **MOTION to donate \$45,000 from new library project fundraising to the Library Capital Reserve Fund held by Village of Kaslo once term 112 matures. Margaret/ carried.**
- c) Year-end motions (per attached) **Motion to approve year-end motions as outlined in attachment. Leah/ carried.**
- d) AGM: **Monday March 10, 2025 at 5:00 pm.** Eva to begin advertising.

9. Next Meeting: **February 10, 2025**

10. Adjournment: **Trish 5:37 pm.**