



**Nelson Public Library Board
Regular Meeting
Tuesday, January 17, 2023**

Minutes

In Attendance

Tracey Therrien, Chief Librarian
Anni Holtby, Chair
Caroline McChesney
Kathleen Cauley
Laurie Langille
Randi Fjeldseth
Michelle Sylvest
Lesley Garlow
Sue Adam

Regrets

Dale Butterfield
Jesse Pineiro

Recorder: Zoë Creighton
Guest: Don Courson

	SUMMARY OF ACTIONS FROM THIS MEETING	Who	By When
1.	Update/Clean up Google Drive document repository	Kathleen	February
2.	Tracey will set up some potential dates before the next Board meeting for a small celebration to launch the strategic framework	Tracey	February
3.	Compile notes on the generative discussion for the February meeting.	Anni	February

Meeting called to order at 6:32 PM By Tracey Therrien.

Metis Elder Don Courson participated in beginning of the meeting, offered a land acknowledgment, and shared a prayer. He also provided a gift of a book to the Board and was thanked.

Introductions took place among new trustees Sue Adam, Lesley Garlow and others present.

1. Adoption of Regular Agenda

M/S K/ Cauley/ L. Langille

That the agenda be adopted as presented. **CARRIED.**

2. Consent Agenda:

- Minutes of November 15, 2022 meeting
- Financials to December 31, 2022

Tracey Therrien declared the Consent Agenda accepted as presented.

3. Board Annual Agenda

January: inaugural meeting. Election of officers, appoint representatives of the Board and committee members.

- **Elections: Chair & Vice Chair Nominations:**

Caroline McChesney nominated Anni Holtby. Anni Holtby accepted the nomination and assumed the duties of Chair.

Randy Fjeldseth nominated Caroline McChesney, who accepted the nomination.

- **Appoint Rep & Alternate: Kootenay Library Federation**

Randi Fjeldseth Rep; Kathleen Cauley Alternate.

- **Appoint Rep: BC Library Trustees Assoc.**

Michelle Sylvest, who is now on the BCLTA Board, will continue as Rep.

- **Appoint Rep: Friends of the Library**

Dale Butterfield, in absentia, has agreed to continue as rep.

- **Committee Appointments:**

- **Personnel (max 3)**

Anni, Caroline and Randi

- **Governance & Nominations (max 4)**

Lesley, Laurie, Michelle, Sue

- **Fund Development (max 5)**

Anni, Sue, Kathleen, Lesley, Dale (?)

Trustees Caroline McChesney and Laurie Langille agreed to mentor Lesley and Sue, the new Trustees. Kathleen Cauley will provide Google Drive support and a digital board material walking tour.

ACTION: Kathleen will clean up the google drive before the February meeting.

February:

Identify Committee goals & objectives for coming year - Update Board Manual (Policies, Org. Chart, Contact list etc)

4. Chief Librarian's Report

Tracey provided an overview and highlights of her distributed report. Included:

- “Dismantling Ableism” workshop.
- Continuing to build collection with a diversity lens.
- Implementation of no overdue fines policy going well.
- Improved local and Indigenous subject search title implemented - ongoing
- Staff Training – including an audit on collection diversity to inform future collection development.
- Nelson Star Library column relaunched for this month.
A discussion ensued.

5. Business/Action items arising from minutes

	SUMMARY OF ACTIONS FROM NOVEMBER MEETING	Who	Status
1.	Trustees interested in attending Friends lunch should rsvp to Tracey with lunch order.	All	Done- Friends donated \$5500 to Library
2.	All Trustees welcomed to attend Library budget presentation to City Council on Tue. Dec. 6 th at 7pm: Council Chambers	Anni	Done- it went well.

6. New Business

a. **Strategic Framework**

M/S L. Garlow/S. Adam

To adopt the new Strategic Framework

A discussion and recommendations ensued.

- It was agreed that it was difficult to read the colours and text in the framework.
- Tracey will adapt her reporting out to the structure of the framework
- KPIs could be monitored by qualitative measurements as well as quantitative.
- Discussion of how all of these values will specifically be enacted- workplan is next step.
- Underscored value of framework instead of plan- appreciation of the process.
- Well organised, and allows room to be flexible around implementation.
- This is a public document, but the level of detail in the table will be used internally.

A short debrief of the process and artefacts yielded positive comments.

Anni then went through the Workplan Template.

MOTION CARRIED

b. **Vision, Mission and Values in policy manual.**

M/S C. McChesney/ L. Garlow

To update the Vision, Mission and Values in policy manual.

CARRIED.

c. **Official launch of Strategic Framework**

ACTION: Tracey will set up some potential dates before the next Board meeting for a small celebratory launch with Trustees, Staff, City Council, Community Partners, Focus group participants and others.

d. **Update Overdue Materials fine policy to reflect Nov. 2022 Board decision to remove overdue fees on Library items**

M/S. K. Cauley/ L. Langille

To update policy 8.6.1 Overdue Materials and corresponding Appendix 13.9 Fee Schedule to:

8.6. Overdue Materials

8.6.1 It is the responsibility of the Library member to ensure that borrowed materials are returned on time.

8.6.2 The Library will attempt to contact members with overdue material to remind them to return it. It is the member's responsibility to ensure that contact information is accurate and up to date.

CARRIED

e. **Board guiding principles discussion**

Anni introduced the activity by framing the discussion with some words from the Invermere Public library, and then offered the prompt: *What does an ideal board or team look like or feel like to you?* Board members reflected and then shared out, as well as commenting upon ways to show up in support of the board's shared purpose.

Comments included:

- Open, honest culture of trust; ensure all have their say; a bias toward action on board work; be accountable; meet commitments.
- Image of Hourglass with interconnectivity.
- Clear knowledge of governance; responding to community needs- we listen.
- Enthusiasm- coming with curiosity and excitement.
- Respect and active listening, openness.
- Palace for the People – remember that we shelter people in need.
- To be open. Healthy resistance to groupthink.
- Nothing about us without out us – at the core is the community, our patrons and our partners
- Increase outreach, be more visible as Trustees; continued flexibility and adaptability.

ACTION: Anni collected the sticky notes and will compile some notes on the generative discussion for the February meeting,

f. **Committee breakouts: Committees identified committee leads and established dates for first meeting prior to February board meeting.**

Anni introduced the Committee Workplan Template to work through at the first committee meeting.

M/S K. Cauley/ S. Adam

That the Regular board meeting be adjourned. **CARRIED.**

Meeting adjourned at 8:34 PM.