



**Nelson Public Library Board
Regular Meeting
Thursday Nov. 21, 2024
Minutes**

In Attendance

Tracey Therrien, Chief Librarian
 Laura Harris, Assistant
 Dey Stewart
 Kathy Speirs
 Caroline McChesney
 Jesse Piñeiro
 Sue Adam
 Kathleen Cauley
 Leslie Payne
 Anni Holtby

Regrets

Fernando Murray

	SUMMARY OF ACTIONS FROM THIS MEETING	Who	By When
	Schedule special budget meeting	Tracey	Nov. 29

Meeting called to order at 6:31 PM by Chair Anni Holtby

Sue Adam offered a territorial acknowledgement.

1. Adoption of Agenda

M/S K.Cauley/ C. McChesney

That the Agenda be approved as distributed. **CARRIED.**

2. Introduction and welcome to guests

Anni warmly welcomed guest Tara Cunningham and Rachel Simoni who have applied to be accepted as a Trustees. Introductions were made.

3. Adoption of Consent Agenda

Minutes of Oct. 24th, 2024 meeting

Committee & Liaison reports:

- KLF: S Adam
- Fund Development: S Adam
- Governance & Nominations: A. Holtby

Anni declared the consent agenda adopted.

4. Committee, Liaison & Trustee PD Reports

Committee reports on milestones for Q4 workplans

Each committee went over their 2024 workplans highlighting completed actions and recommendations to carry over actions into 2025.

Governance + Nominations: Policy review - Caroline

The Governance & Nominations committee provided trustees draft copies of the updated Board Policy Manual and Trustee Manual at the October board meeting. An overview of the changes to the layout and contents plus a list of specific policy changes were also provided. Trustees were asked to review the manuals for adoption at the November 2024 board meeting.

There were no questions or discussions

M/S C. McChesney/D. Stewart

That the updated Board Policy Manual and the Trustee Manual be approved as distributed.

CARRIED.

Trustee Professional Development

D.Stewart attended a BCLTA workshop on financial processes. Topics included financial reports, statements budgeting systems and best practices.

5. Librarian's Report: Tracey

Tracey presented highlights of her distributed report.

Outreach:

- Teen & Community Literacy Coordinator participating in West Kootenay Library Champion program for new immigrants: supporting participants through introductions of library services
- Ongoing improvements to library website: project completion scheduled for January.
- Responding to responses in the community survey the Dept. Coordinators created a "the more you know" social media campaign aimed at dispelling some common misconceptions about library services.
- Funds from a donation from Run Like a Mother was used to purchase a small fridge for the teen section. The Kootenay Coop provides Teen Services with \$100/month for supplies.
- Some staff received training at the Court House Libraries – learning about legal resources available freely for everyone online and about the more complex resources available through support from the Court House librarian.

Tracey responded to questions.

6. NPL Community Survey summary: L Harris

The community survey solicited over 500 responses. There were 50 responses from community members who don't use the library, who shared some of the barriers to using the library (distance, fees, "rules", inconvenience). Library users provided a lot of suggestions for programming, specifically around Sustainability and Truth and Reconciliation. Longer hours, website improvements and parking were also common themes. Library staff are now integrating feedback into the 2025 workplan, with an emphasis on developing communications and promoting the library to those who do not currently use it.

7. Needs Assessment final report: summary and next steps

Anni led the discussion reviewing the “8 next steps” document and identifying the level of Board involvement in each step. Fostering Strategic Partnerships, Pursue New Facility Development and Expand Funding Sources were identified as focus areas for the board and to be incorporated into Board committee workplans in 2025. The board can support the staff by aligning the budget to ensure success and sustainability.

8. Board Annual Agenda

- November
 - Review and approve annual budget – tabled to a special meeting on Nov. 29
 - Progress Review (Q4) of Annual Goals and Objectives - completed
 - Recommend Trustee renewals or appointments to City Council – in-camera
- January
 - Inaugural meeting: election of offices, appointment representatives of the Board and committee members.

	SUMMARY OF ACTIONS FROM OCTOBER MEETING	Who	Status
1.	Review distributed policy revisions, bring questions to the conversation between meetings, larger issues will be discussed at the meeting itself.	Trustees	done
2.	Email Sue or Tracey to volunteer at the Legacy Campaign event	Trustees	done
3.	Bring headphones with the microphone to next meeting to allow remote participants to join generative discussion groups	Tracey	done
4.	Reach out to find candidate from Area H	Trustees	ongoing

9. Adjournment

M/S/C

That the Regular meeting be adjourned.

Meeting adjourned at 7:42 PM.