



**Nelson Public Library Board  
Regular Meeting  
Tuesday, November 21, 2023**

*Minutes*

**In Attendance**

Tracey Therrien, Chief Librarian  
Anni Holtby  
Caroline McChesney  
Laurie Langille  
Sue Adam  
Dale Butterfield

**Regrets**

Jesse Pineiro  
Lesley Garlow  
Kathleen Cauley

Recorder: Laura Harris

Guest: Laura Harris Assistant Chief Librarian, ED Tina Choi (Osprey), Norm (Osprey), Day Stewart

	<b>SUMMARY OF ACTIONS FROM THIS MEETING</b>	<b>Who</b>	<b>By When</b>
1.	Fund Development committee will work on plan for small steps to promote donations options, including developing clear language around multiple options	Fund Development committee	ongoing
2.	Ask two people to visit the <a href="#">NPL donation website</a> and collect feedback regarding the extent to which it is user friendly (or not) and gather questions about info that may be missing.	All trustees	Feb. 2024 meeting
3	Consider adding a Paul Nazareth video as a board generative discussion piece in the new year	All trustees	2024
3.	Provide Anni materials on Intellectual Freedom for KLF facilitation	Tracey	asap
4.	Confirm council availability on 4 <sup>th</sup> Tuesday of every month and communicate 2024 Board schedule to Library Board Members	Tracey/Anni	asap

Meeting called to order at 6:32 PM by Anni Holtby.

Introductions by Laura Harris, Dey Stewart, Tina Choi & Norm McCarvell.

Dale Butterfield offered the Territorial Acknowledgment.

**1. Welcome of Guests**

**2. Adoption of Regular Agenda**

**M/S** Sue Adam / Dale Butterfield

That the Agenda for the meeting be adopted as amended. **CARRIED.**

**3. Adoption of Consent Agenda**

- Minutes of Oct 17, 2023 meeting
- Governance and Nominations report
- Fund Development report

Anni declared the consent agenda adopted.

#### **4. Osprey Foundation Presentation, Tina Choi Executive Director and Norm McCarvell, Board Chair**

- **Purpose:** room to grow donations through legacy and bequest gifts
- **Tina:** intro/history of Osprey – connect donors to causes
- Discussion – Board members discussed the need to highlight the long-term nature of donations when approaching potential donors (who may not be library users)– need to develop language and spell out ways to donate in writing

#### **Actions**

1. Fund Development committee will work on plan for small steps to promote donations options, including developing clear language around multiple options (Anni).
2. All board members ask two people to visit the NPL donation website and collect feedback regarding the extent to which it is user friendly (or not) and gather questions about info that may be missing.
3. Potentially watch a Paul Nazareth webinar about generating donations for a generative discussion topic. Several available on YouTube  
Webinar: Planned Giving for Small Shops – Secrets from Legacy Experts:  
[https://www.youtube.com/watch?v=leZtLgo\\_i2s](https://www.youtube.com/watch?v=leZtLgo_i2s)

#### **5. Committee reports and Rep/Liaison updates**

##### **BCLTA:** *Anni*

Was invited to complete survey about what we think their role is. Have a new ED and President and currently developing new Strat Plan.

##### **Friends:** Anni

Anni attended the Friends meeting Nov 14<sup>th</sup>, invited Friends to board meeting for Osprey presentation. Reminder of the book sale this Friday/Saturday November 24<sup>th</sup> /25<sup>th</sup>

##### **KLF:** *Anni*

Anni facilitating an online discussion about intellectual freedom on Nov 30 for KLF trustees. Discussion to include the role of the trustee in holding up the libraries' value of intellectual freedom.

Action – Tracey will supply more materials

#### **6. Librarian's report**

Tracey offered highlights of her distributed report, centred on the recurring themes of grant funding for programs and partnership development.

- Update on Grants
  1. SHEBA grant for mobile outreach program – adding Jubilee manner
  2. Area E outreach – want to set up a pick up/drop off
  3. Lions Club grant – cognitive care kits
  4. Credit Union grant – ReadingLink Challenge

- Partnerships
  1. Connection with services for teens and services providing literacy programming (settlement services & CBAL)
  2. Freedom Quest prevention coordinator for youth
  3. Community Health program for newborns
  4. ReadingLink challenge (lots of schools)
  5. Intellectual Freedom Training
- Enhancement Grant
  1. One-time provincial funding \$293,829 Enhancement Funds, distributed per capita and to be used over a three-year period to support new initiatives. (TT next time to connect dots between use of funds and strategic framework.

## 7. Board Annual Agenda

Nov:

- **Progress Review (Q4) of Annual Goals and Objectives;**

*Fund Development:* Anni – reviewed Q3 and Q4 progress

*Governance & Nominations:* Laurie – focus was policy review and board evaluations. Pulling operational pieces out of policy guide and template to work through the rest (2024). Working on non-voting members on board (an Area E person and a youth member)

- **Review and approve annual budget**

- Line-by-line review of budget and forecast led by Tracey.
- Discussion concerning provincial contributions that have been frozen since 2009, parity between the City and RDCK funding (reached bylaw limits). Consider whether annual budget presentation should focus on sustainable funding that keeps up with inflation. Difficult to operate on increases that don't meet the current rates of inflation.

Anni - Table motion to approve budget as presented. Tracey to review budget in consultation with City staff and take further into consideration rates of inflation.

Dec:

No meeting

## 8. New Business

- **2024 Meeting dates:**

There is now a conflict with City Council meetings on the 2<sup>nd</sup> Tuesday of the month. Suggested 4<sup>th</sup> Tuesday of every month so that council trustee can attend the Board meetings.

Action – Tracey look at calendar and send finalized dates

- **Policy Review:** Policy 1 General

Anni- recommended motion to adopt changes to policy manual

**M/S** – Sue Adam/Dale Butterfield

### **9. How did we do?**

How did we do in framing today's discussion around strategic framework values? Board shared their reflections on how they considered our strategic framework values during the meeting.

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

**M/S** Laurie Langille/Dale Butterfield

Moved to in camera at 8:25 PM.