

Nakusp Public Library Regular Board Meeting
February 11, 2021 – Minutes

Mission Statement: The Mission of the Nakusp Public Library is to provide quality materials, resources, programs and services, which help fulfill the educational, informational, cultural and recreational needs of the community in an environment that is attractive, respectful, non-judgmental, and welcoming.

Regrets: Claire Paradis, Deborah Austin
Call Meeting to order: 10:02 am
Accept Minutes of **January 28, 2021** Meeting.

REPORTS

Librarian's Report: Claire asked to be excused from this board meeting to attend a New Library Director Orientation webinar. Given our January board meeting was two weeks ago Paula gave Claire permission to be absent from the February board meeting.

Highlights from the Library Director since the last board meeting:

- The Community Initiative Grant paid for our new Library printer.
- The Puzzle Exchange is going well, as is Blind Date with a Book. Friday crafts will continue for the next two months. Linda Harrington has done an amazing job with magazine subscriptions! Thank You!
- Claire would like to look into the possibility of changing the date of our year-end and AGM, as there are many important and time-consuming reports and requirements already in January, and this would lighten the load.

Financial Report: *January's report was still applicable for February board meeting.*

Discussion re: no need for a motion to accept these reports- *unanimous agreement*

COMMITTEE REPORTS

Centennial Building Committee:

- Committee meeting has been *changed* from February 11th to *March 11, 2021*, at 10 am via Zoom.

Financial Committee:

1. **Financial Review:** At our January board meeting the board unanimously supported to do a financial review for the Library of our last year's finances. Shori made inquiries of Melanie Reaveley, KLF Director. Melanie explained there are three basic levels of accounting reviews: *(Copy of email from Melanie sent separately)*
 - a. *Compilations* are the most basic level of accounting service offered. This process includes compiling and sorting financial information to prepare financial statements. Your Bookkeeper does this. A compilation does not offer any assurance engagement about the accuracy or fairness of the statements. Compilations are frequently prepared for internal use by a company's management or for income tax purposes.
 - b. *Reviews* are a less rigorous investigation than audits. A review studies the financial records and conduct inquiries to ensure that the records are conforming to appropriate CRA guidelines. A review does not conduct any in-depth investigation into the accuracy of the financial statements. A review does not allow for as much assurance as a full audit does, but for many organizations this is sufficient.
 - c. *Audits* are the most in depth and thorough financial investigation which provides the highest degree of assurance engagement. The goal of an audit is for an accountant to offer an opinion about the fairness of an organization's financial statements. An audit includes a study of an organization's records, assets, documents, and makes inquiries about an organization's financial dealings both internally and externally. After gathering sufficient evidence, and if the accountant has found no evidence of misstatements, they will offer professional assurance that an organization's financial documents are correct and in order.

A new committee was formed- “Financial Review”: Terry Welsh, Linda Harrington and Jerry Van Immerzeel (to be formally appointed prior to next AGM) will participate in the financial review with Claire Paradis and Elaine Rogers facilitating the process. The review will occur prior to next AGM. Committee will report out at a board meeting that the review is complete and adopt the financial review at the 2022 AGM.

Proposed new date for next AGM: March 2022. January is historically a very hectic month. March would allow for more time to prepare all required reports. Advertising for the meeting will be done three weeks prior to the date as per usual protocol.

MOTION: Move the AGM date to the second Thursday in March 2022. Approved: Susan/Terry

Friends of the Library:

- Committee (plus Evelyn Goodell) met February 2, 2021 at 1:30 pm.
- Report sent separately; details re: future activity of FOL group

Fund Raising Committee:

- **Wine Raffle** will be held as in-house event instead of on-line, but could change depending on further COVID restrictions. March was considered a good month to hold this event. It was also decided we'd raffle off a \$200 gift certificate from the Liquor Store instead of a case of wine. A card will allow the winner to purchase whatever liquor they prefer.
- Goal is to raise \$5000/year. Brainstorming session will take place in mid-March to generate more fundraising ideas- invite Donna Marko.
- Linda Harrington has canvassed for magazine subscription donations-7 of 8 of the donors have agreed to donate, and three (not canvassed) stepped up and are donating! Thank you, Linda for reaching out to these folks- terrific work!

Governance Committee:

- **Library Trustee Information and Picture:** Claire has received a few trustee bios and pictures. She encourages all trustees to please get their bios to her by the end of February. Bio can be to a maximum of 200 words.

Kootenay Library Federation: Financial review information received from KLF (included in Financial Report). Nothing else to report.

Policy/Constitution Committee: Committee will meet in March.

Personnel Committee: Nothing to report

Public Relations/Advocacy Committee: Nothing to report

Safety:

- Physical Material Access during COVID-19:** Phase 2 – Restoration of Services Plan continues: No Updates
- Lattice for under the front steps of the Library:** Terry has created a “material list” for resources required to complete the project- approximately \$655 value. Material list & a letter has been delivered to

Steve and the Home Building Centre. Terry will follow up with Steve this Friday, February 12th. Steve indicated he could give a discount though amount remains unconfirmed at this time.

Strategic Planning Committee:

- Draft document sent separately. Board reviewed and accepted it as is.
- The strategic plan document will be posted on the website for public viewing. Terry and Claire will work on a condensed version: 1-2 pages, including the mission, goals and objectives
- The detailed document is provided for the board and staff only

MOTION: Accept the final draft of the strategic plan- February 11, 2021. Approved: Terry/Jerry.

Walton Bequest Committee:

- Centennial Beautification Committee: Meeting planned for February 16th. Elaine Rogers will attend.

Old Business:

- **Gift for Karen McMillian:** A \$100 was sent to Karen's project school, Musasa Primary School in Kyarumba, Uganda Africa. Karen sent the board a beautiful letter of thanks, with pictures, telling us the money was very gratefully received and will be used to provide a meal program for the children. It is heartwarming to know our gift will go to such good use.

New Business:

No new business.

Motion to adjourn: Linda

Adjourned: 10:47am

Next Meeting Date: March 11, 2021, 10 am online Zoom session (unless otherwise notified)

Respectfully submitted,

Shori Smith