

Fort St. James Public Library Association Board Minutes

JANUARY 6, 2020

Fort St. James Public Library

4:49PM – 6:28PM

Attendees: Elizabeth Hoy (Chair/Treasurer), Maxime Evans (Vice Chair), Sherry Boschman, Martin Elphee, Karli Fisher (Head Librarian), Anita Willick, Jennifer Howell (FSJ District Rep)

Regrets: Valerie Crowley, Derek Jackson

Approval of the Consent Agenda

MOTION: Approval of the Consent Agenda.

Moved/Seconded: Maxime/Sherry

CARRIED.

Approval of the Agenda

MOTION: Approval of Agenda.

Moved/Seconded: Martin/Sherry

CARRIED.

Librarian's Report (*Appendix 1*)

- ILL and internet numbers going back up from last month
- New registered patrons down; HL plans to contact and deliver more forms to Nak'albun Elementary School to get more students registered for library cards
- The incident from December involving staff member and an unnamed patron was discussed

District Variance

District has sent over November Variance, which shows we are at where we should be.

Committee Reports

No committee reports for this meeting. There will need to be scheduled meetings for February.

Next bargaining committee meeting is tentatively scheduled for January 28.

Old Business

Two of the laptops do not have working batteries; Karli will try to fix the laptops, and will refund Sherry the money she paid for the laptops.

The District reports that they'd like to have the budgets approved by May. Martin volunteered to make the presentation to the District.

The Homeless Library training will take place as planned, with staff watching the videos in their off-hours and being paid from the Travel and Education budget.

New Business

The matter of safety at the library was discussed. It was decided that, effective immediately, HL will ensure all shifts have at least two staff on. HL has decided to alter her hours; HL will work 1-8pm on Tuesdays and Fridays, and will work Saturdays instead of Mondays. There will also be a staff meeting to discuss workplace safety; procedures will be written and provided for staff. The policies regarding staff and workplace safety will also be looked at and changed as needed. Sherry and Anita volunteered to be called in should an emergency situation arise when another person is unable to be on shift.

Elizabeth requested that any upcoming 2020 events be brought to the attention of the Board so that they may be added into the 2020 calendar.

The Board would like to recruit new members.

Elizabeth has volunteered to be Treasurer until another board member is able to take the position.

HL discussed the recurring problem of patrons with strong body odour visiting the library, and how their odour can be addressed. It was decided that HL will ask other libraries what they have done in similar circumstances, and the possibility of creating a policy about strong odours will be discussed during the next policy meeting. HL may also contact social workers in the area to get their advice on how to best approach the situation.

Young Canada Works is offering a grant to pay for summer students/interns at libraries. Board decided not to apply for this grant as it does not cover the full expenses and there is not enough work for a summer student/intern to do.

Louise arrives at 5:30pm

Jennifer leaves at 5:36pm

Motion to go in-camera at 5:36pm

Moved/Seconded: Maxime/Anita

CARRIED.

Motion to leave in-camera

Moved/Seconded: Sherry/Martin

CARRIED.

Based on recommendations of HR committee, Maxime moves that the Board pays \$1500 in moving expenses to Karli Fisher upon renewal of her contract in July 2020.

Seconded: Martin

CARRIED.

Next Regular Meeting

The next regular meeting is scheduled February 3rd.

Adjournment

MOTION: To adjourn the meeting.

Moved/Seconded: Anita/Sherry

Meeting adjourned at 6:27pm

ACTION ITEMS

→Karli will contact Nak'albun Elementary School again and arrange to have children's library card forms dropped off.

→Karli will work 1-8pm on Tuesdays and Fridays, and will work Saturdays instead of Mondays.

→Karli will try to fix the laptops, and will refund Sherry the money she paid for the laptops.

The next meeting is scheduled for February 3rd at 4:45pm at the Library.

January 6

February 3

March 2

April 6

May 4

June 1

July 6

August 3

September 7

October 5

November 2

December 7