

Fort St. James Public Library Association Board Minutes

DECEMBER 15, 2020

Fort St. James Public Library

4:49PM

Attendees: Louise Evans-Salt (Chair), Maxime Evans (Vice Chair), Karli Fisher (Head Librarian), Elizabeth Hoy (Treasurer), Sherry Boschman, Martin Elphee, Jacqueline Soles, Anita Willick,

Regrets: Tim Hanley, Jennifer Howell (FSJ District Rep)

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: Elizabeth/Maxime

CARRIED.

Librarian's Report (*Appendix 1*)

- Nothing to report from the stats
- Note that there is less in the red this month
- HL reports that the locks have been installed on the public washrooms and a message has been left with the cleaners to begin the daily washroom cleaning
- COVID Safety Plan has been updated with information on mask mandate

Discussion regarding the possible future closure of the library due to the rising number of COVID cases in town

- HL reports that the staff have all said they feel comfortable working at the library and do not wish to close
- What are rules for closing?
 - o Only one library has closed due to a massive outbreak in town.
 - o The previous time the libraries closed in March, there was a consensus with other libraries in northern BC
- General Board opinion is that as long as employees and HL feel comfortable working, the library will stay open unless a closure is ordered by Provincial Health Officer or District
- HL will stay in touch with Board chair and keep chair updated

Financials

Bank reconciliation

- No problems this month

District Variance

- No district variance this month
- HL will request year-end variance

2021 Draft Budget

Approval of budget to be submitted to District

Budget for 2021 does not include 16% for part-time employees' wages for Canada Pension, EI, holiday pays, WCB, stats

- HL will contact payroll to find out where these numbers are usually mentioned in the budget, e.g., are they included in the wages for the employees or on separate lines?

- Martin and HL will amend the draft budget to reflect the missing costs

MOTION: Board accepts the budget as proposed, with an amendment to reflect the employer-required payroll deductions for part-time employees, to the maximum amount of \$5000

MOVED/SECONDED: Martin/Anita

CARRIED.

Committee Reports

Finance Committee

- Nothing from Finance Committee

Policy Committee

The Board has a contract with Kevin Crook to assist and advise in all policy areas, at a rate of \$35.00 + GST per hour.

MOTION: Move that the Board approve up to \$7,500 to hire a policy consultant whose work and progress will be reviewed at 4 week intervals to ensure satisfaction, and until the work is completed.

MOVED/SECONDED: Elizabeth/Martin

CARRIED.

MOTION: Approve changes to the Wages Policy

MOVED/SECONDED: Elizabeth/Martin

MOTION: Approve the new Masks Policy

MOVED/SECONDED: Elizabeth/Sherry

MOTION: Approve changes to the Care Lift Policy

MOVED/SECONDED: Elizabeth/Martin

Human Resources Committee

HR is working on the policies that relate to staffing and will pass those onto Policy Committee when finished.

Old Business

Workshop for Board on Intellectual Freedom, Censorship and Reconciliation

- Board chair will send out an email to Board members to see if there is an interest in attending and get some other feedback before working on the workshop with Babs Kelly and HL.

New Business

Brief presentation from Maxime re: North Central Library Federation's role and purpose.

- Edel has agreed to do a short presentation at next Board meeting rather than Maxime speaking to the role and purpose of NCLF.

Update from Maxime on the NCLF fall meeting from November 18, 2020 (**Appendix 2**)

Update on Maxime from the NCLF meeting from December 14, 2020 (**Appendix 2**)

In future, reports from Board members will be sent out pre-meeting to save on time.

Libraries Branch is now in the Ministry for Municipal Affairs.

- Denise McGeechey and Mari Martin don't know what this means for us as libraries.
- Babs Kelly has received questions, will keep us posted. Babs is optimistic that it will be a good move.

Consistent language regarding librarian's title

- Position has always been called Head Librarian, but across the province and nation, they're called Library Directors.
- Should be in line with the library world and their vocabulary.
- Head Librarian's title will be changed to Library Director going forward. This will mean changing the language in policies as it comes up.
 - o Board chair will write notification letters to the schools, college, regional district, partners, and bands.
- The website language will also need to be updated.

Next Regular Meeting

The next regular meeting is scheduled January 19, 2021 at 4:45pm.

Adjournment

MOTION: To adjourn the meeting.

MOVED/SECONDED: Elizabeth/Sherry

CARRIED.

5:42PM

ACTION ITEMS

- Library Director will stay in touch with Board chair and keep chair updated on COVID-related matters
- Library Director will request year-end variance
- Martin and Library Director will amend the draft budget to reflect the missing costs
- Board chair will email Board members for feedback on the Intellectual Freedom, Censorship and Reconciliation workshop and to see if there is an interest in attending
- Board chair will write notification letters to the schools, college, regional district, partners, and bands.

The next meeting is scheduled for January 19, 2021 at 4:45pm on Zoom.

January 19	February 16	March 16
April 20	May 18	June 15
July 20	August 17	September 21
October 19	November 16	December 21