

FORT ST. JAMES PUBLIC LIBRARY BOARD
REGULAR MEETING JUNE 2ND, 2020 AT 4:45PM

Due to the COVID-19 pandemic this meeting is being held remotely over Zoom

CONSENT AGENDA:

- Jenny is only coming in on Tuesdays for a few hours as there is less work to be done.
- The new outside ashtray has been painted and delivered by Kyla. It is currently attached to one of the support beams outside as someone tried to make off with it the day we put it outside.
- Elizabeth, Maxime, and Karli took part in the digital workshops provided by BCLTA and learned a lot of useful information.
- HL heard back from Evolve and the WiFi stat counter is finally accessible; HL is figuring out how to use it.
- Acceptance of the information sent out in lieu of April meeting as no meeting
- Acceptance of the information sent out in lieu of May meeting as no quorum
- Acceptance of March minutes

Attendees:

Regrets:

Approval of the consent agenda:

MOTION:

MOVED/SECONDED:

Approval of the agenda:

MOTION:

MOVED/SECONDED:

LIBRARIAN'S REPORT

General report

- Facebook, website

SOFI (completed, with help from Edel)

FINANCIALS:

Talk about district variance. (Karli)

District budget(?)

Year-end financial statements

COMMITTEE REPORTS:

Finance committee:

Term deposits (RBC) – renewal

- Additional term deposit

Policy Committee:

- COVID-19 policy

MOVED/SECONDED

CARRIED.

Human Resources Committee:

- One-year evaluation?

OLD BUSINESS:

No meeting in May but an update was shared with Board over Zoom meeting and will be filed in the Minutes binder. There was not a quorum at the May Zoom meeting.

NEW BUSINESS:

AGM preparation

- Date – week of June 21st
 - o Time? 6 or 7?
 - o Doodle Poll?
 - o Put it on Facebook to contact library for Zoom details
- Financial statements – have been completed
- Trustees up for re-election – Maxime
- Valerie is resigning her position
- New trustees

Preparation for return to operations

Phase 2 plan and procedures

- HL is looking into purchasing Plexiglass stands for the front desk.
- Should we provide masks for daily use for staff?
- Look into providing online programs

- Requirement for COVID-19 Safety Plan to be in place and displayed
- Need for policies and procedures to be in place
- Need for advertising
- Need for united response
 - o HL – workshops, ABCPLD meetings
 - o Prince George Public Library
- Date to begin curbside pick-ups
- Etc.

MOTION TO ADJOURN REGULAR MEETING:

MOVED/SECONDED:

Fort St. James Public Library
2020/2021 Board Meeting Dates

The next meeting is scheduled for July 6 at 4:45pm

January 6	February 3 10	March 2
April 6 cancelled	May 4-12	June 1 2
July 6	August 3	September 7
October 5	November 2	December 7

Finance

Elizabeth (Chair), Martin, Derek

Human Resources

Maxime (Chair), Louise, Sherry

Policy

Elizabeth (Chair), Sherry, Louise

NCLF Representative

Maxime, (still need alternate)

Bargaining Committee

Karli