

Fort St. James Public Library Association Board Minutes

January 19, 2020

Fort St. James Public Library

4:47PM

Attendees: Louise Evans-Salt (Chair), Maxime Evans (Vice Chair), Karli Fisher (Library Director), Elizabeth Hoy (Treasurer), Martin Elphee, Tim Hanley, Anita Willick

Regrets: Sherry Boschman, Jacqueline Soles, Jennifer Howell (FSJ District Rep)

Approval of the Consent Agenda

MOTION: Approval of the Consent Agenda.

MOVED/SECONDED: Tim/Elizabeth

CARRIED.

Amendment to Agenda: Edel will not be joining us due to injury; her presentation has been moved to February
The discussion of the NCLF alternate will also be moved to February

Addition to New Business: Discussion on 5 days of vacation carried over for LD

Approval of the Agenda

MOTION: Approval of Agenda.

MOVED/SECONDED: Tim/Martin

CARRIED.

Librarian's Report (*Appendix 1*)

- Library Director has concerns regarding electronic use numbers fluctuating; will contact ABCPLD list serv for advice.
- LD and Tim Hanley will arrange a time for the Q&A which could help increase website visits.

District Variance

- Board received bank reconciliation January 14, 2021.
- LD has been communicating with Chief Administrative Officer David Schroeter regarding variance and budget questions, as Chief Financial Officer Melanie Ubleis no longer works at the District.
- LD hasn't heard back from David regarding where the 16% figures into the budget lines.
- Martin will speak to the mayor about the year end variance that is required for the SOFI and the accountants.

Committee Reports

Finance Committee

No update

Policy Committee

- Kevin Crook has started working for the Board on contract to review and revise our policies.
- Every Board meeting after this should have policies to look at that have been revised.
- The Policy Committee is now meeting every month.

Human Resources Committee

Staff policies and Collective Agreement update

- HR Committee has looked at 13 policies

- LD reports that CUPE has approved the current Harassment Policy, which the CA says needed to be written with CUPE's involvement.

Old Business

Revisit additional sick time pay during COVID for staff needing to quarantine.

- LD will ask ABCPLD, Louise will ask Babs Kelly for advice.
- Will revisit this discussion in later Board meeting.

New Business

LD will carry over 5 vacation days.

Discussions on the service agreement with the District will start in February.

- Elizabeth and Martin volunteer to work with LD regarding this matter.
- Will meet with Luke Charlton and David Schroeter.
- Anyone who wants to observe just for learning can also join.

Strategic Plan is in its final year.

- Some Board members can volunteer or we can hire someone.
- The Plan is required by Library's Branch.
- Louise will send out an email about this so that all Board members can opt in.
- Maxime will contact Edel Toner-Rogala and Louise will contact Babs for resources.
- The implementation of the Plan is up to LD and staff, not the Board.
- All Board members will look at the Plan and discuss it later.

Increased hours for Desk Assistant

- When hours are offered, make sure DA understands that we are only offering extra hours for now and they could be taken away in the future.
- LD will provide this offer in writing and will have DA initial after reading.
- The increased hours will be reviewed by Board in the two months.

Assistant Librarian has requested financial assistance with library certificate program from Library Juice Academy. The request from the AL for financial support for education as considered. The Board decided they will not contribute to the cost of Library Juice Academy courses. They would like the AL to pursue a Library Tech Program as discussed in the job interview and stated as a condition of employment in the letter of offer. The Board appreciates the AL's focus on Children's librarianship programs. If the Board is contributing in any way to education they prefer the program/courses have a Canadian Library focus. Maxime will contact Edel about the course that the federations are working on together with Libraries Branch, which might have something to do with the new Library Director Boot Camp. The LD will meet with AL to develop and plan for education and future requests will be considered.

6:48PM

MOTION TO MOVE TO IN-CAMERA

MOVED/SECONDED: Elizabeth/Maxime

MOTION TO MOVE OUT OF IN-CAMERA

MOVED/SECONDED: Martin/Elizabeth

6:55PM

Next Regular Meeting

The next regular meeting is scheduled February 16, 2021 at 4:45pm.

Adjournment

MOTION: To adjourn the meeting.

MOVED/SECONDED: Anita/Maxime

CARRIED.

ACTION ITEMS

- LD will contact ABCPLD listserv for advice on how to increase Facebook and website visits.
- LD and Tim Hanley will arrange a time for the Q&A which could help increase website visits.
- LD will ask ABCPLD, Louise will ask Babs Kelly for advice regarding extra sick pay for staff.
- Elizabeth and Martin volunteer to work with LD on Service Agreement.
- LD will write up offer of extra hours for DA, and will have DA initial after reading.
- LD and AL will research more courses/programs, in Canada.

The next meeting is scheduled for February 16, 2021 at 4:45pm at the Library.

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