

Fort St. James Public Library Association Board Minutes

FEBRUARY 10, 2020

Fort St. James Public Library

4:47PM-5:38PM

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:

Derek Jackson, Valerie Crowley

Approval of the Consent Agenda

MOTION: Approval of the Consent Agenda.

MOVED/SECONDED: Sherry/Martin

CARRIED.

Approval of the Agenda

MOTION: Approval of Agenda.

MOVED/SECONDED: Martin/Anita

CARRIED.

Librarian's Report (*Appendix 1*)

HL reported that foot traffic is down, but this could be simple human error in not using the counter every time someone enters the library. So far this does not appear to be a pattern (last month's numbers were fine), so HL will keep an eye on the numbers but is not concerned. Cold weather could be another factor in the lower numbers.

HL has ordered all physical copies of 2020 Canada Reads books not currently owned by the library. Staff is currently in the process of doing a weed of the non-fiction, romance and suspense paperbacks, Large Print, and Early Reader books.

Delivery service has been slow for the library for the past few weeks, which accounts for the low number of received ILL/ILC items.

Library had a visit from an adult education class and took the opportunity to hand out children card forms. HL plans on visiting Nak'al Bun Elementary School in the next two weeks to give them forms for their students.

District Variance

The variance for December/End of Year is still being completed by the District and may not be available until March. November's variance showed we are doing fine.

Committee Reports

Finance Committee

No report.

Policy Committee

Several board members agreed with staff that the age of unattended children should be raised from 6 years old. This will be discussed at the next Policy Committee meeting.

Human Resources Committee

Asked to hold their discussion in-camera.

Old Business

HL reported that the emergency buttons for staff had accidentally gone off. HL was then unable to turn off the automatic alarm on the panel, so Phil Short had to be brought in on Monday to fix the problem. Buttons should now be working properly.

Security cameras are ready to be placed in the library. HL was wondering if a policy was needed covering the security cameras but it decided that less is more and having a few signs alerting patrons to the use of cameras would be sufficient.

Next week's budget presentation is scheduled for February 19 at 3pm. Valerie Crowley has offered to present, with Martin being the alternate.

New Business

The library is looking into providing book delivery for seniors and other residents who are unable to visit the library. The possibility of having regular deliveries twice a week was put forward, as was arranging outings for seniors. Martin and HL will discuss this further.

Early bird registration for the 2020 BC Library Conference is open and will be available until March 12, 2020. HL will be attending.

MOTION: Allocate funding for HL and up to 2 trustees to attend conference, to be booked prior to March 12.

MOVED/SECONDED: Martin/Anita

CARRIED.

Maxime will be the NCLF representative again, the alternate is still being decided.

Jennifer Howell leaves meeting at 5:24pm.

Motion to enter in-camera at 5:25pm.

MOVED/SECONDED: Maxime/Martin

CARRIED.

Motion to leave in-camera at 5:38pm.

MOVED/SECONDED: Sherry/Anita

CARRIED.

MOTION: To invite Louise Evans-Salt to remain involved in matters related to Human Resources and Policy.

MOVED/SECONDED: Maxime/Sherry

CARRIED.

Next Regular Meeting

The next regular meeting is scheduled March 2.

Adjournment

MOTION: To adjourn the meeting.

MOVED/SECONDED: Maxime/Sherry

CARRIED.

ACTION ITEMS

→HL will visit Nak'al Bun Elementary School in the next two weeks.

→HL and Martin will meet to discuss plans for book delivery and senior outing.

→Board will find an alternate for the NCLF representative.

→Valerie will present budget to the District on February 19, 2020 at 3pm.

→Any trustees who wish to go to the 2020 BC Library Conference will let HL know before March 12, 2020.

The next meeting is scheduled for March 2 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