

Fort St. James Public Library Association Board Minutes

MAY 11, 2020

Virtual meeting held via Zoom

4:48PM

Attendees: Elizabeth Hoy (Chair/Treasurer), Maxime Evans (Vice Chair), Karli Fisher (Head Librarian), Valerie Crowley, Jennifer Howell (FSJ District Rep)

Regrets: Derek Jackson, Sherry Boschman, Martin Elphee, Anita Willick

Because of our attendance numbers, we did not have enough for a quorum, so an informal discussion was held instead.

NCLF Update from Maxime and Karli

On the May 6, 2020, the NCLF held a virtual meeting. The NCLF has money set aside \$15,000 for the 2020 conference subsidies and \$15,000 for board meeting expenses. Because the conference did not take place this year, the NCLF passed a motion to reallocate the \$15,000 conference budget and \$7,500 of the \$15,000 board meeting budget to subsidies for staff online training, e-book and other online resources and/or connectivity. \$2,250 is to be distributed to each member library as soon as possible.

Board elections for the NCLF have been postponed.

Reopening the Library

The Board discussed the situation with the library's public washrooms. Staff is concerned with having people going in and out of the building just to use the washrooms, and whether they will have to sanitize the washrooms after each use. There was discussion about whether people should be allowed into the building just to use the washrooms, and whether the washrooms should be closed until further notice. Staff could direct patrons to use the public toilets in Spirit Square. HL will contact the District to inquire about the accessibility of the Spirit Square toilets during library hours.

HL brought up potentially getting rid of the 5-8pm hours until we have a feel for how the library is running upon reopening. HL also suggested closing the library half an hour early to allow staff the 30 minutes to clean.

Because wipes are not effective, it was recommended that we instead have a bleach/water mix and use cloths to clean surfaces with the mixture. Each staff member will be provided with their own pair of rubber gloves for cleaning. Masks can also be provided, and staff should make sure they familiarize themselves about proper mask use. The pharmacy may be able to provide the library with masks and other cleaning supplies; HL will contact the pharmacy to discuss this. One staff member requested an apron, one which can be easily cleaned off.

HL will look into order plastic covers for the keyboards.

There will be a limit on the number of patrons allowed in the library at a time. It was discussed that, should a large group arrive at once, one member of the group can be allowed in to get materials for everyone outside. Should a family arrive, one with small children, staff can make an exception to the rule, provided the parents/guardians are aware that an exception is being made and ask them to be quick. Staff will remind them in future to come to the library alone or order online and pick up outside.

BCLTA is holding sessions on decision making in the time of COVID-19. HL, Board Chair, and Vice-Chair will all attend one of the sessions.

The Board is in need of new Board members.

Next meeting will be an AGM, time and date TBA

MEETING ENDED 5:16PM

ACTION ITEMS

- HL will contact Terri-Ann at the District to ask about the public toilets in Spirit Square and if they can be open so that staff can redirect people wishing to use our public washrooms to those toilets instead.
- HL will contact the pharmacy to request supplies.
- Once a reopening date has been set, HL will contact the District to have information posted on the District website and on the sign by the RCMP office regarding the new library rules.