

## Fort St. James Public Library Association Board Minutes

**JULY 21ST, 2020**

Fort St. James Public Library

5:02pm

**Attendees:** Elizabeth Hoy (Chair/Treasurer), Maxime Evans (Vice Chair), Louise Evans-Salt, Sherry Boschman, Martin Elphee, Karli Fisher (Head Librarian), Jacqueline Soles, Anita Willick, Jennifer Howell (FSJ District Rep), Tim Hanley (guest, potential future Board member)

**Regrets:** None

### **Approval of the Consent Agenda**

**MOTION: Approval of the Consent Agenda.**

**MOVED/SECONDED:** Louise/Martin

**CARRIED.**

### **Election of Board Executive**

**Chair:** Maxime nominates Louise, Martin seconds. Louise accepts. No objections. Elizabeth agrees to chair the remainder of the current Board Meeting.

**Vice-Chair:** Maxime agrees to stay on as vice-chair. No objections.

**Treasurer:** Elizabeth agrees to stay on as treasurer. No objections.

### **Approval of the Agenda**

**MOTION: Approval of Agenda.**

**MOVED/SECONDED:** Sherry/Louise

**CARRIED.**

### **Librarian's Report**

HL reports that the Friday and Saturday trial reopening went well, with 24 and 11 patrons respectively. No patrons had any concerns about the new rules and regulations put in place due to COVID-19. Library will continue trial opening Thursday July 23 – Saturday July 25. If there are no problems during those days, the library will open the following week from Tuesday to Saturday and will advertise the opening online and around town. The library will be open 11:30am to 4:30pm Tues – Friday, and 11am to 3pm on Saturday.

HL reported on the ABCPLD meetings that have been taking place almost every Wednesday on Zoom. Library directors across norther BC have been sharing their experiences with reopening, including any problems they have encountered and any tips they have to make reopening easier.

### **District Variance**

HL was emailed copy of the variance before the meeting and was going to attach the variance to the minutes. CAO then sent another email, requesting the variance email be recalled.

### **Committee Reports**

Recruitment for committees

#### Finance Committee

- No new members

#### Policy Committee

- No new members

#### Human Resources Committee

- Anita Willick will join the HR committee.
- HR will meet this week and next week to perform the HL's first year evaluation.

#### **Old Business**

Louise reported on the workshop she attended, Meet Up with Trustees and Mari Martin from Library's Branch Ministry of Education.

- Facilitated by Babs Kelly of BCLTA who is Director for Learning and Development. There were 15 trustees from around the province in attendance. Mari summarized the new strategic plan from Libraries Branch and took questions. As a result of discussion Babs Kelly will be offering workshops on policy development and strategic planning in the fall.
- Libraries Branch is concerned with funding and revenue loss during COVID-19
- Maxime suggests that everyone look at the BCLTA bulletin for professional development courses and meetings to attend.

#### **New Business**

Tim Hanley is interested in becoming a Board member but would like to attend one Board meeting before officially deciding (Tim was present for parts of this meeting but was experiencing technical difficulties and could not participate).

HL updated Board on staffing. Priscilla Sagalon, Desk Assistant for 4pm to 8pm shifts, has accepted a full-time job which will leave her unavailable every other two weeks. She has offered to stay as an on-call employee. HL will begin looking for another Desk Assistant next week.

**Jennifer leaves at 5:31pm.**

#### **MOTION TO MOVE TO IN-CAMERA**

**MOVED/SECONDED:** Louise/Martin

**CARRIED.**

#### **MOTION TO MOVE OUT OF IN-CAMERA**

**MOVED/SECONDED:** Maxime/Elizabeth

**CARRIED.**

**5:43pm.**

#### **Next Regular Meeting**

Discussed whether to have August meeting on Zoom. Will create Doodle poll to decide what time works for everyone.

#### **Adjournment**

**MOTION: To adjourn the meeting.**

**MOVED/SECONDED:** Maxime/Sherry

**CARRIED.**

**Meeting adjourned 5:50pm.**

#### **ACTION ITEMS**

- HR will meet this week and next week to perform the HL's first year evaluation.
- HL will advertise reopening of library starting week of July 27<sup>th</sup>.
- HL will put out advertising for Desk Assistant position.