

Fort St. James Public Library Association Board Minutes

SEPTEMBER 22, 2020

Fort St. James Public Library

4:33PM

Attendees: Louise Evans-Salt (Chair), Maxime Evans (Vice Chair), Karli Fisher (Head Librarian), Elizabeth Hoy (Treasurer), Jacqueline Soles, Jennifer Howell (FSJ District Rep), Tim Hanley (perspective new Board Member)

Regrets: Sherry Boschman, Martin Elphee, Anita Willick

Approval of the Consent Agenda

MOTION: Approval of the Consent Agenda.

MOVED/SECONDED: Elizabeth/Jacqueline

CARRIED.

Approval of the Agenda

MOTION: Approval of Agenda.

MOVED/SECONDED: Maxime/Elizabeth

CARRIED.

Approval of last month's minutes

MOTION: Approve of last month's minutes

MOVED/SECONDED: Elizabeth/Maxime

CARRIED.

Jennifer Howell joins at 4:38pm.

Librarian's Report (*Appendix 1*)

- Electronic resource use is down; Head Librarian (HL) will look into additional ways to promote online use.
- HL asked Board opinion on staff wearing masks at work.
- New staff member Sheila Unruh has been hired to be a desk assistant. For now, she will be on Tuesdays and Fridays for 4 hours each, and will cover Kyla's Thursday shifts when Kyla is off in October.

District Variance (*Appendix 2*)

- District sent latest variance, though some might be more of an estimate than a solid number.
- We haven't spent as much as we would, given the circumstances due to COVID-19.

Committee Reports

Finance Committee

- ***Would like to get someone else on committee. Please let us know if you are interested.**
- Draft budget needs to be worked on, though it would be difficult to do now.

Policy Committee

- Committee needs to meet (on Zoom).

Human Resources Committee

- Anita is a new member.
- No pressing business.

Old Business

- Consent agenda clarification for new people.

BCLTA workshops (Louise)

- "It All Depends" with Babs Kelly and Strategic Planning with Kyla Epstein
- Volunteers evaluating their libraries without the skills or knowledge.
- Good to hear from other Board members experiencing the same thing.
- Developing Board resources, require information from Board about what they need.
- Would like to encourage others to take workshop. The meetings are important even if Board member has been a member for some time.
- ***Visit <https://www.bclta.ca/workshops/> for list of available workshops.**

COVID-19 Phases

- Discussion of going back to Phase 1 of Restart Plan in relation to numbers increase and increase the restrictions that were planned and outlined in the opening up phases.

New Business

Public Washrooms

- HL and staff have discussed reopening one of the public washrooms as the washrooms in Spirit Square and Cottonwood Park have closed for the winter.
- District had plans for year-round washrooms but nothing has been brought up since the COVID closure in March.
- The District washrooms are locked to the public and District will not help with cleaning cost.
- District representative will bring this up with the CAO.
- Extra cleaning (as per BC CDC rules: <http://www.bccdc.ca/Health-Info-Site/Documents/COVID-19-Guidance-Libraries.pdf>) would add to staff duties, which HL and Board do not want to do.
- Extra cost of cleaners would be \$30/hr, despite the thorough cleaning likely taking no more than 10 minutes. Also unsure how long COVID procedures will be required.
- Board decided this is an operational item, but if the District doesn't help financially, the Board will vote by email as to whether to spend the money.
- Suggested having a trial reopening of the washrooms to see how often they are used.
- HL will formulate a plan for the reopening of the washrooms.

Opening Hours

- HL will create online poll for patrons to vote on if they would like the library to be open at 10am.

***Louise would like to know if there is any interest in a workshop delivered by Babs Kelly.** It would be tailored to our board's needs. Please consider if this is something you would like and what topics you would want covered.

BCLTA AGM – October 6, 2020

- The Board are members of the BCLTA and any board member can attend as an observer.
- Elizabeth and Maxime interested in attending.

Approval for Maxime to be designate at BCLTA AGM.

MOTION: Maxime will be designate at BCLTA AGM.

MOVED/SECONDED: Jacqueline/Elizabeth

CARRIED.

***Email Louise Evans-Salt (l_evans_salt@hotmail.com) if you would like to receive BCLTA newsletter.**

Next Regular Meeting

***New regular meeting time has been changed to the 3rd Tuesday of every month; this is to accommodate Jennifer, who has council on the 4th Tuesday. Next meeting will take place October 20, 2020 at 4:45pm on Zoom (HL will email link).**

Adjournment

MOTION: To adjourn the meeting.

MOVED/SECONDED: Elizabeth/Jacqueline

CARRIED.

5:35PM

ACTION ITEMS

- District representative will contact CAO about public washrooms.
- Policy committee will schedule a meeting.
- HL will start work on draft budget.
- HL will formulate a plan for the reopening of the washrooms.
- HL will create online poll for patrons to vote on if they would like the library to be open at 10am.

January 6
~~April 6~~ cancelled
July 6 21
October 20

February 3 10
May 4 12
~~August 3~~
November 17

March 2
June 1 2
September 7 22
December 15