

FORT ST. JAMES PUBLIC LIBRARY BOARD

Sept. 22, 2020 AT 4:45PM

Purchased wireless scanner for \$641.05 and new DVD shelf for \$107.46 Due to the COVID-19 pandemic this meeting is being held remotely over Zoom

CONSENT AGENDA:

- HL's annual evaluation successfully completed and district finance dept notified of pay increase
- Collective agreement has been ratified
 - AL has been hired internally with the understanding that she will enrol in the Library Tech program.
- Desk Assistant has been hired
- Purchased wireless scanner for \$641.05 and new DVD shelf for \$107.46
- Sold used books for \$370 since we do not know when there will be another book sale
 - Picnic tables are gone due to lack of social distancing when people gathered.
 - Procedure manual has been completely redone and updated
 - Outside metal garbage can is also gone, though not sure where or who took it, followed up with public works but they don't know. We have the regular garbage can for patron use.
 - Updated the fire plan information to make it accurate; Fire Hall recently put up two more fire extinguishers, one by each exit door, so this is reflected in the new plan, and the two fire extinguishers marked down as being in the back office have been removed from the plan. Special shout out to Jenny for noticing this discrepancy.
 - HL applied for \$500 grant for professional development training in PC Troubleshooting and Introduction to Cataloguing
- HL will compile all the COVID related information into one binder for easy access.
- HL will search to see if there is a contents list for insurance and if not will create one including pictures
- HL will clean data from old computers and try to sell along with the electric fireplaces.
- The regular board meeting will be the 4th Tuesday of the month by zoom

Attendees:

Regrets:

Approval of the consent agenda:

MOTION:

MOVED/SECONDED:

Approval of the agenda:

MOTION:

MOVED/SECONDED:

LIBRARIAN'S REPORT

- Work Plan for staff moving forward

FINANCIALS:

- Still no district variance

COMMITTEE REPORTS:

- Recruitment for committees

Finance committee:

Elizabeth (Chair), Martin, need an additional member

Variance?

Draft budget

HL wages

We will not use all our District budget this year....what are the district's expectations , what our the board's

Policy Committee:

Elizabeth (Chair), Sherry, Louise

Needs to meet, by zoom?

Human Resources Committee:

Maxime (Chair), Louise, Sherry, Anita

Report

OLD BUSINESS:

Report on workshops offered by BCLTA (Louise)

" It all depends" with Babs Kelly

Strategic Planning with Kyla Epstein

COVID – plans for going forward 1. if return to shut down. 2. if we open up for more hours

3. Possible programming 4. Washrooms please review attached document and formulate your thoughts.

NEW BUSINESS:

Opening Hours

BCLTA AGM Oct. 6, 2020

Any Appetite for workshop from BCLTA tailored for us?

**MOTION TO MOVE TO IN-CAMERA
MOVED/SECONDED:**

**MOTION TO MOVE OUT OF IN-CAMERA
MOVED/SECONDED:**

NEXT MEETING:

**MOTION TO ADJOURN REGULAR MEETING:
MOVED/SECONDED:**

Fort St. James Public Library
2020/2021 Board Meeting Dates

The next meeting is scheduled for DATE at 4:45pm at the Library.

January 26	February 23	March 23
April 23		June 1
July 6	August 3	September 7
October 27	November 24	December 29

Finance

Elizabeth (Chair), Martin

Human Resources

Maxime (Chair), Louise, Sherry

Policy

Elizabeth (Chair), Sherry, Louise

NCLF Representative

Maxime, (still need alternate)

Bargaining Committee

Louise, Karli