

## Fort St. James Public Library Association Board Minutes

**October 20, 2020**

Fort St. James Public Library

4:33pm

**Attendees:** Louise Evans-Salt (Chair), Karli Fisher (Head Librarian), Elizabeth Hoy (Treasurer), Sherry Boschman, Tim Hanley, Jacqueline Soles, Anita Willick, Jennifer Howell (FSJ District Rep)

**Regrets:** Maxime Evans (Vice Chair), Martin Elphee

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

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

**MOVED/SECONDED:** Tim/Anita

**CARRIED.**

### **Approval of Minutes**

**MOTION: Approval of September 22, 2020 Minutes.**

**MOVED/SECONDED:** Elizabeth/Jacqueline

**CARRIED.**

### **Approval of the Agenda**

**MOTION: Approval of Agenda.**

**MOVED/SECONDED:** Tim/Anita

**CARRIED.**

### **Librarian's Report (*Appendix 1*)**

- Head Librarian (HL) asked for ideas on getting the website view statistics to increase. Ideas included
  - o Advertising the electronic resources available through the website (e.g., GALE, Libby, OverDrive)
  - o Have HL and staff develop a plan on how to advertise the website to patrons
  - o Host videos on the website (e.g., author talks, children's online programs)
  - o Advertise the website on Facebook (e.g., Hell Yeah Fort St. James, Library Facebook) since the FB numbers are steadily increasing
- HL discussed whether budget should be made for COVID or pre-COVID times. Suggestion to make two separate budgets, and/or to add a notation in the budget about the effects COVID has on our planning.
  - o District rep said that any unused staff wages will be carried over into next year.
- HL presented new library hours, which will be tested for one month starting next week:
  - o Tuesday, Friday 11:30am to 6pm
  - o Wednesday, Thursday 10am to 4:30pm
  - o Saturday 11am to 4pm
- HL clarified how COVID is effecting Desk Assistant and Assistant Librarian job. Once COVID is over, numbers are expected to increase, which will require another Desk Assistant and will give AL even more to do. AL is currently doing, among other tasks:
  - Assisting in the development of policies and procedures, particularly in cross-comparing the procedures in the manual with the procedures listed with the policies. AL has also found several discrepancies in the policies which have been brought to HL's attention.
  - Cataloguing all new books and updating current collection with appropriate labels for Canadian and Aboriginal books and Aboriginal DVDs, while also maintaining and updating an ongoing list of in-house Aboriginal materials.
  - Delivery mail and picking up mail from the Post Office, and delivering mail to appropriate staff members.
  - Training and supervising the new Desk Assistant.

- Doing all Interlibrary Loans and Interlibrary Connect requests, including maintenance of statistics and staff training in those duties.
- Processing and delivering of Overdue Notices, including making phone calls and mailing the appropriate letters to those with long overdue items, while keeping HL informed of problems with patrons and potential lost materials.
- Arranging the monthly staff schedule.
- Assisting in the assignment of staff duties such as shelf reading and inventory, and checking to assure they have been completed correctly.
- Attending to the front circulation desk when required. Includes all related duties, such as circulation activities, answering questions and the phone, and shelving materials.
- Assisting the public in the use of the library.
- Assisting in keeping the library and collection materials clean and in neat order.
- Opening and closing the library.
- Studying GALE course to improve WordPerfect (Introduction to Word 2016).

### **District Variance**

- No variance available yet, the Interim Chief Financial Officer will try to get it out sometime this week.
- Bank reconciliation has no concerns.

### **Committee Reports**

#### Finance Committee

- Tim has agreed to join the finance committee.
- A meeting will be scheduled soon.

#### Policy Committee

- Discussion about hiring a policy writer, will look into cost.
- Policy committee met and have structured a plan to move forward with ensuring the policies align with the collective agreement  
A policy on reserve/contingency funds is a priority and the committee have begun exploring other library policies and reached out to Babs Kelly @BCLTA for guidance.
- Louise has reached out to other libraries regarding contracting a policy developer. This will be discussed again at next policy meeting.

#### Human Resources Committee

- Meeting will be held, HR committee will connect with each other regarding availability.
- Has agreed to review the staff policies to align them with CA.
- Anita and Sherry will get printed copies of CA.
- Maxime had prepared a report on HL evaluation and compensation which will be given at the next meeting.

### **Old Business**

- Tim gave report on Governance Workshop
  - Board members keep in mind that their responsibility is to the library, not to be self-serving.
  - Not Board's job to run the library.
  - Should make libraries in general more inviting to indigenous people, important to be aware of this
    - Decolonization of systems and structures, and Indigenizing collections.
  - He found it worthwhile to attend.

**Cost of BCLTA workshops are \$25 each.**

**MOTION:** Approve up to \$1000 per budget year from the in-house funds for trustees to attend BCLTA workshops for the remainder of the year.

**MOVED/SECONDED:** Elizabeth/Anita

**CARRIED.**

**\*There is a workshop Monday, November 9<sup>th</sup> from 6:30pm to 8:30pm entitled Governance Big Picture: The effective board and role clarity. Facilitated by Babs Kelly, registration opens Monday, October 26<sup>th</sup>.**

#### **New Business**

- Louise volunteers to write letters of congratulations to the new Mayor and Chief, will email draft to the Board for feedback.
- Invite them to come to the library.
- Louise is encouraging board members to attend the BCLTA governance workshop on role clarity.
- Karli has sent a copy of our current harassment policies to CUPE for review and suggestion to ensure the employer meets the CA requirements.
- Karli will explore training opportunities in this area for staff with CUPE to make sure they fall under "appropriate training", as mentioned in the CA.
- Tracking volunteer hours for BCLTA report to be given to provincial government in January 2021 -Trustee Volunteer Hours Tracking Campaign further information and the traffic form is available on the BCLTA website or Google - Public Library Trustees: Making a Difference in BC's Communities 1 hour at a time.

Bargaining/Collective Agreement Committee: Section 1.03 Harassment in the Collective Agreement says "The Employer also agrees to include the subject of sexual harassment in staff or management training sessions." Board's responsibility to make sure HL does this.

- Is there a need for a need for a CA committee in light of things like the aforementioned sexual harassment statement? It was decided that there is not a need to have another committee at this time as we have the bargaining committee made up of Karli, Maxime, and Martin.

#### **Next Regular Meeting**

The next regular meeting is scheduled November 17, 2020 at 4:45pm.

#### **Adjournment**

**MOTION: To adjourn the meeting.**

**MOVED/SECONDED:** Elizabeth/Louise

**CARRIED.**

#### **ACTION ITEMS**

- HL will work on advertising the website.
- Finance and HR committees will schedule meetings (on Zoom).
- Louise will write letters of congratulations to the new Mayor and Chief.
- HL will look into sexual harassment training for staff.

#### **The next meeting is scheduled for November 17, 2020 at 4:45pm at the Library.**

January 19 2021	February 16 2021	March 16 2021
April 20 2021	May 18 2021	June 15 2021
July 20 2021	August 17 2021	September 7
<del>October 20 2020</del>	November 17 2020	December 15 2020