

Fort St. James Public Library Association Board Minutes

November 17, 2020

Fort St. James Public Library

4:36PM

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

Regrets: Martin Elphee, Anita Willick

Approval of the Consent Agenda

MOTION: Approval of the Consent Agenda.

MOVED/SECONDED: Sherry/Elizabeth

CARRIED.

Approval of the Agenda

MOTION: Approval of Agenda.

MOVED/SECONDED: Tim/Sherry

CARRIED.

Librarian's Report (*Appendix 1*)

- New hours are doing well for both staff and patrons.
- Head Librarian (HL) will ask District to add new hours to District board and District website.
- Staff will continue to cover patron count during new hours in Excel worksheet.

District Variance and Bank Reconciliation

- No variance at this time.
- No issues with bank reconciliation.
- BCLTA will reimburse library for all trustees who attend training sessions up to December 15. HL just waiting for library payments to be deposited by BCLTA before applying for reimbursement.

Draft Budget

- Board has agreed to review the amended budget via email and Elizabeth will make a motion to submit and vote on it so that the budget can be submitted to the District before the next Board meeting.
- This year's budget presentation will be virtual. As soon as we're prepared, there are only 2 presentations allowed per council meeting, usually 15 minutes. There will only be one meeting in December, on the 15th.
- Delegation of Karli and Louise will put something together for the presentation to the District, include why the library is valuable.

Committee Reports

Finance Committee

- Discussion of sick pay for staff who have to quarantine due to COVID guidelines. HL has heard that most libraries do not have anything specific set aside for COVID. Decided to revisit this in January 2021.
- **MOTION:** Move \$40, 000 from current account at RBC to Integris cashable at .85%
MOVED/SECONDED: Elizabeth/Sherry.
CARRIED.
MOTION: Move 2 GICs maturing November 30 at RBC at 1 year redeemable at .45%.
MOVED/SECONDED: Elizabeth/Tim.
CARRIED.

MOTION: Board will give staff gift cards for \$100 for Save-On Foods for Christmas.

MOVED/SECONDED: Maxime/Sherry.

CARRIED.

Policy Committee

From the November 12 meeting

- Work needs to be done on Wages and Benefits to focus on HL, as wages and benefits for staff are covered by Collective Agreement.
- The Care Lift policy needs to be tidied up.

MOTION: Adopt as presented the revisions to BC One Card Policy, Unattended Children Policy, Membership Policy, ILL/ILC Policy.

MOVED/SECONDED: Elizabeth/Sherry.

CARRIED.

Hire someone to help with policies. Kevin Crook, who does consulting work, was put forth as a possible option. Will bring up at next meeting.

- Maybe get him to join the Board after?

MOTION: Approval of the Guiding Statement for the policies.

MOVED/SECONDED: Elizabeth/Jacqueline.

Human Resources Committee

- Human Resources committee will be looking at policies that effect the staff next week.

Old Business

- Maxime gave a report from the Trustee Meet-Up, held on October 17, co-run by the ABCPLD and the BCLTA, presented by Andrea Freeman, executive director of ABCPLD. (**Appendix 2**).
- Karli gave a report on role clarity from the Governance and Operations workshop (**Appendix 3**).

Workshop for the Board

- Topics of interest include censorship in the library and readers' rights, reconciliation and Indigenization of collection, learning more about public libraries.

HL discussed mask usage and possible mask mandate in library. Staff is safe without mask behind a barrier like the Plexiglas at the front desk, and there are masks to those who need them. Will continue to discuss with staff.

New Business

Alternate for Maxime will be left for discussion at next meeting.

- Will look into having Edel present to the board.

Due to the Mezzanine policy, Tim Hanley's book will not be sold at the library. The policy states that "The Fort St. James Public Library Board does not allow commercial activities, private sales, or non-Library related selling on library premises, including during community use of mezzanine. The Fort St. James Public Library Board does allow commercial activities if related to Library programs or function (e.g., author readings)." Staff can let patrons know where they can purchase a copy in town. The Spinal Cord donation box and chocolates will also be removed.

IN-CAMERA 6:28PM

MOTION: To enter in-camera.

MOVED/SECONDED: Tim/Elizabeth

MOTION: To leave in-camera.

MOVED/SECONDED: Elizabeth/Tim

6:47PM

MOTION: 3% salary increase for Head Librarian, starting July 24, 2021, and bonus of \$3000 to be paid either in December 2020 or January 2021 at the Head Librarian's discretion.

MOVED/SECONDED: Maxime/Sherry.

CARRIED.

Next Regular Meeting

The next regular meeting is scheduled **December 15, 2020 at 4:45PM.**

Adjournment

MOTION: To adjourn the meeting.

MOVED/SECONDED: Maxime/Sherry

CARRIED.

6:50PM

ACTION ITEMS

→ Head Librarian (HL) will ask District to add new hours to District board and District website.

→ Staff will continue to cover patron count during new hours in Excel worksheet.

The next meeting is scheduled for December 15, 2020 at 4:45pm at the Library.

January 6	February 3 10	March 2
April 6 cancelled	May 4 12	June 1 2
July 6 21	August 3	September 7
October 5	November 2	December 15