

## Fort St. James Public Library Association Board Minutes

**MARCH 16, 2021**

**Zoom**

**4:45PM**

### **Land Acknowledgment**

**Attendees:** Jacqueline Soles, Sherry Boschman, Anita Willick, Louise Evans-Salt, Elizabeth Hoy, Maxime Evans (arrived at 4:56pm)

**Regrets:** Judy Greenaway, Tim Hanley

**Absent:** Martin Elphee

**MOTION: Approval of the consent agenda**

**MOVED/SECONDED: Elizabeth/Jacqueline**

**MOTION: Approval of the agenda**

**MOVED/SECONDED: Sherry/Elizabeth**

Welcome to new district rep., Judy Greenaway, who was unfortunately unable to attend tonight's meeting.

### **LIBRARIAN'S REPORT:**

Sent out by Karli Mar 12, 2021

- Nothing to talk about other than Overdrive numbers being down; LD will keep an eye on this.
- The Q&A and Author Reading with Tim Hanley will be posted tomorrow. Library Director will post links on Facebook and the website, and will ask to advertise on the District electronic board.
- The Young Adult Photography Contest winners have been announced and are on display on the wall in the YA section. LD is going to contact those who didn't win to ask if their photos can be put on display too, since they were all so good and there is a lot of blank wall space to fill.
  - There is a Multi-Media Arts show for those ages 10-18 in April, hosted by Pope Mountain Arts, LD will let the photographers know about this.

### **FINANCIALS:**

Bank reconciliation – sent out Mar. 12, 2021

- Nothing to report.

Yearend Variance from district has been received – discussion, questions

- Thanks to Martin for helping in getting the variance.
- LD notes that the District has said there could be changes to the amount as the yearend is still in process.
- Due to COVID, we were under budget 175,910.00 estimate to 128,828.03 actual.

## **COMMITTEE REPORTS:**

Policy Committee:

Discussion/Approval of 5 policies sent out on Mar. 12, 2021; this was listed as 7 in the agenda, but members noticed items that needed to be addressed in the Leave and Vacation and Hiring and Probationary Period policies:

**Motion: Accept Personnel Files Policy**  
Sherry/Anita

**Motion: Accept Evaluation Policy**  
Sherry/Elizabeth

**Motion: Accept Workplace Safety Policy**  
Sherry/Anita

**Motion: Accept Dismissal and Resignation Policy**  
Louise/Anita

**Motion: Accept Attendance Policy**  
Jacqueline/Sherry

## **OLD BUSINESS:**

Strategic Plan – thoughts from board members on current plan, ways to approach development of a new plan, offer from Edel, entire board or sub group, new plan or adjust current plan.

- Louise will send info out to the Board about the plan
- Do we want whole Board involved or Edel to walk us through the whole thing?
- More specific questions for Board members to reflect on
- Maxime and Louise will work on with Karli
- Have to definitely be working on it by this Autumn

## **NEW BUSINESS:**

Policy workshop facilitated by BCLTA, attended by Elizabeth and Louise

Elizabeth:

- We want concrete answers but there aren't many out there
- Policies and Strategic Plan should be mission-focused
- Better to write policies about what *to* do, not what *not* to do
- Policy is the **why** of the document, i.e. why do we have a policy? Everything else is procedure

Louise

- What is the mission of our organization? Help the mission move forward
- The Board is never rubber stamping but not over-stepping
- Very helpful to define difference between procedures (operations) and policies (good governance)
- Encourages libraries to cut-and-paste because it is huge job to write policies, and all Boards find it overwhelming
- Next Louise will be attending a Board diversity workshop

## AGM

- Coming up Spring, maybe May
- Once there is an idea of when the financials are coming, we will set a date
- Important for all trustees to be thinking about, are you committed to another term, or to finish out term if you're currently in the middle of your term?
- LD will send out Board members a list of term status
- Sherry is going to resign the Board, will consider joining again in a year
  - She is not sure if she will stay on for AGM, will let Louise or Karli know upon decision to leave

## **MOTION TO MOVE TO IN-CAMERA 5:14pm**

**MOVED/SECONDED: Elizabeth/Anita**

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

**MOVED/SECONDED: Maxime/Elizabeth 5:56pm**

Board has requested that AL (with overview from LD) submit a comparison of Red River and Fraser Valley programs (and possibly other schools/programs) showing:

- The difference in cost
- An assessment of the courses
- If AL can be granted extra time to do it, if the schools/programs offer flexibility in when to finish the program if asked
- The end goal
- What kind of a time commitment will it require from AL
- Proposal of what she would like to do
- LD will overview the programs

This will then be presented by the AL to the Human Resources Committee before the next Board meeting takes place on April 20, 2021.

**NEXT MEETING: April 20, 2021, 2021@4:45pm by zoom**

## **MOTION TO ADJOURN REGULAR MEETING 5:58pm**

**MOVED/SECONDED: Anita/Maxime**

## **ACTION ITEMS:**

- LD will post Tim Hanley Q&A and Author Reading videos on the library website
- LD will contact District about advertising Q&A video on the District electronic board
- LD will contact the photographers who did not win the YA photo contest to ask if their photos can be displayed in the YA section as well, and will let them know about the Pope Mountain Arts show
- Louise will send info out to the Board about the plan
- Louise will be attending a Board diversity workshop
- LD will send out Board members a list of term status
- AL will create a comparison proposal for the HR committee; LD will overview AL

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

**The next meeting is scheduled for April 20, 2021 at 4:45pm on Zoom.**

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
October 20	November 17	December 15?