

## Fort St. James Public Library Association Board Minutes

Tuesday April 20, 2020

Fort St. James Public Library

4:45PM

**Attendees:** Louise, Elizabeth, Maxime, Mark McCutcheon (guest; potential Board member), Judy, Tim, David Nutbrown (guest; potential Board member 4:50), Jacqueline (4:55)

**Regrets:** Martin

**Absent:** None

Board and guest introductions

**MOTION:** Approval of the consent agenda

**MOVED/SECONDED:** Tim/Elizabeth

**CARRIED.**

**MOTION:** Approval of the agenda

Two additions:

- NCLF Board meeting under new business (Maxime)
- Discuss role of Board member (Louise)

**MOVED/SECONDED:** Maxime/Elizabeth

**CARRIED.**

Welcome to new district Rep Judy Greenaway

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

Sent out by Karli March 12, 2021 (see *appendix 1*)

- Update on electronic use – embedding the Q&A video on the website gave us a boost in website views. Jenny has already secured the permission for reading and recording three story time videos for the future.

### **FINANCIALS:**

Bank reconciliation received March 12, 2021

Still not receiving regular variance reports at the end of each month; Judy will discuss getting back on track with this with Rachelle.

### **COMMITTEE REPORTS:**

Finance committee:

- No updates.

Policy Committee:

Discussion/approval of 5 policies sent out on April 15, 2021. There are two amendments to be added.

### **Harassment Policy**

Amendment: under 11) – changed “recipient” to “harasser”

Library Director will send to Union for their approval after Board approval.

**MOVED/SECONDED: Tim/Maxime**

**CARRIED.**

**Leave and Vacation Policy**

Discussed about payment for power outage; will be left to discretion of LD.

**MOVED/SECONDED: Tim/Elizabeth**

**CARRIED.**

**Travel and Expenses Policy**

**MOVED/SECONDED: Tim/Maxime**

**CARRIED.**

**Wages and Benefits Policy**

Amendment: changed Head Library to Library Director

**MOVED/SECONDED: Maxime/Tim**

**CARRIED.**

**Hiring and Probationary Period Policy**

**MOVED/SECONDED: Elizabeth/Maxime**

**CARRIED.**

Currently working on Code of Conduct, Confidentiality Policy, Reserve Funds Policy, and Animals Policy

Human Resources Committee:

Update from Maxime re: AL education plan and request (see *appendix 2*)

- Diploma programs in range of \$10 000, certificate in range of \$4000
- Next meeting, will be asking for input and probably putting to vote the education plan as acceptable to the Board

**OLD BUSINESS:**

Now that we have the report back from the accountants, we need to set AGM date/time

- LD will handle advertising
- AGM will take place on Zoom May 18 at 6pm, Board meeting to follow

Diversity Equity and Inclusion trustee meetup –Louise

- Babs Kelly really good job, Louise encourages other Board members to attend

**NEW BUSINESS:**

Financial Statement for 2020 – questions, clarification

- Clarification re: \$1000 extra in 2019 from Regional District of Bulkley-Nechako. Library received an extra \$1000 when the Financial Officer reimbursed the library \$1000 for the preparation of our Financial Statements.

Talk to Regional District in September/October 2021

LD has submitted several request forms to Public Works to have things fixed around the library, but has not heard back from them.

- LD will email the last list of library issues that were emailed to Public Works to Judy, and she will send it to CAO.
- Judy will also request that Public Works employees record more specific details in the library's

maintenance record book.

On Saturday March 27, a man went on a stabbing spree at the Lynn Valley Library in North Vancouver, injuring 6 people and killing one. LD has discussed the issue with staff and made sure they feel safe at work, which they do. LD also attended a special ABCPLD meeting on the 31st to discuss the incident and safety measures other libraries are taking.

- Discussion about RCMP daily checks. LD has arranged daily drop-ins by RCMP officers in the past, but they lasted about a week before they dropped off completely.
- Tim will contact RCMP for daily checks.
- No plans for any changes to library right now, LD will address any issues if staff say they feel unsafe.

NCLF Board meeting

- Maxime will be attending Spring NCLF Board meeting Thursday April 29 at 7pm.
- Tim will also attend, Maxime will send link.

Board member

A discussion took place regarding role of board members at meetings which included the areas of policy, need for quorum and the possibility of setting precedent if board members are not required to be present at meetings.

It was also stated that individuals can volunteer with work at the committee level without being a trustee.

Let me know what you think and if you have questions about my thoughts on this.

Signing Authority requires a change.

- One of our authorities has resigned, need a new one.
- Jacqueline and Martin offer to be a signatory.

**5:57PM**

**NEXT MEETING: May 18, 2021, 2021 after 6pm AGM meeting on Zoom.**

**MOTION TO ADJOURN REGULAR MEETING:**

**MOVED/SECONDED:** Elizabeth/Tim

#### **ACTION ITEMS**

- Judy will discuss getting monthly variance reports with Rachelle.
- Jenny will modify her HR presentation documents to make the comparisons clearer
- LD will advertise AGM
- LD will email the last list of library issues that were emailed to Public Works to Judy, and she will discuss it with the CAO.
- Judy will also request that Public Works employees record more specific details in the library's maintenance record book.
- Tim will contact RCMP for daily library checks.
- Maxime and Tim will be attending Spring NCLF Board meeting Thursday April 29 at 7pm.
- Louise will follow up with Board member.

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

**The next meeting is scheduled for May 18 after 6pm AGM meeting 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?