

FORT ST. JAMES PUBLIC LIBRARY BOARD
REGULAR MEETING May 18, 2021 following the AGM

Land Acknowledgment

CONSENT AGENDA:

- carpets and windows were cleaned May 15th by the cleaners.

- the District offered a new contract for cleaners to bid on this year; the current cleaners won, despite there being complaints about the quality of their work. The District asked for all complaints to be submitted so that they may go over the problems with the cleaners when they sign the new contract.

- the library received a \$90 donation, as well as Subway gift cards for all staff, from a patron who was very grateful for the help we provided him.

- still no letter from the patron disputing his damaged book fee.

- SOFI has been submitted.

- Jenny finished another Ryan Dowd course, Prejudice, how to respond to prejudicial comments from customers, and two staff round tables with other NCLF libraries (one on the Summer Reading Club, one on Inter Library Loans). She learned that several librarians in charge of ILLs at their libraries were not trained upon being given the job, and when she mentioned the ILL procedures she had written up, Edel was impressed and asked to share them with the group so that others have an idea of how to do the job.

- Karli attended the New Library Director's Follow Up on May 10

- Library will be closed May 22nd for Victoria Day.

- The missing slats from the roof have been replaced. Most of the burnt out light bulbs in the library have been replaced, and the lower wattage bulbs have been changed to match the higher ones. There were also some broken light conductors that were repaired. All light work was done by Arland Croquet, a huge thanks to him for his hard and thorough work. The only bulbs that remain are those that are out of reach or those he is waiting on replacements for.

- An RCMP officer visited the library the week of May 3rd to do a check in.

- LinkedIn and NicheAcademy tutorials are now available for free to patrons and staff through the library. BC Libraries is using a government grant to purchase 2-year subscriptions to LinkedIn Learning for Libraries for all libraries in British Columbia. The NCLF is paying for everyone for NicheAcademy this year, next year the cost will be \$66.28 for the FSJa library.

- Minutes April 20, 2021 sent out April 23

Approval of the consent agenda

Approval of the agenda

Welcome to new trustees

LIBRARIAN'S REPORT :

Sent out by Karli May 14, 2021

FINANCIALS:

Bank reconciliation – sent out May 14, 2021

Variance from district has been received – discussion , questions

COMMITTEE REPORTS:

Finance committee:

Update from Elizabeth

Policy Committee:

1. Confidentiality
2. Board code of Conduct
3. Employee Code of Conduct
4. Animals
5. Employee Orientation

Approval of these 5 policies

Update regarding policy work - Elizabeth

Human Resources Committee:

Recommendation from HR re: AL education plan (sent out May 6, 2021) - Maxime

OLD BUSINESS:

Signing authority change

Report on NCLF AGM – Maxime

Succession Planning- Maxime

Intro –BCLA conference - Louise

BCLA conference - Karli

NEW BUSINESS:

No new business.

NEXT MEETING: June 15, 2021, 2021@4:45pm by zoom – does this time work for new trustees?

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

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

January 19 2021
April 20 2021
July 20 2021
October 20

February 16 2021
May 18 2021
August 17 2021
November 17

March 16 2021
June 15 2021
September 7
December 15?

Finance

Elizabeth -Chair, Martin, Tim

Human Resources

Maxime-Chair of HR, Louise , need another person on this committee

Policy

Elizabeth- Chair, Sherry, Louise

NCLF Representative

Maxime, (Tim alternate)

Bargaining Committee

Karli, Maxime, Martin