

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

6:12pm AGM

Attendees: Louise Evans-Salt, Elizabeth Hoy, Maxime Evans, Mark McCutcheon, David Nutbrown, Jacqueline Soles, Tim Hanley, Karli Fisher

Regrets: Martin Elphee

Absent: Judy Greenaway

MOTION: Approval of the consent agenda

MOVED/SECONDED: Maxime/Tim

CARRIED.

MOTION: Approval of the agenda

MOVED/SECONDED: Jacqueline/Elizabeth

CARRIED.

Welcome to new trustees Mark McCutcheon and David Nutbrown

LIBRARIAN'S REPORT (*Appendix 1*):

Sent out by Karli May 14, 2021

- Tim received a letter from the RCMP in response to the letter he mailed them, will send it to Library Director.

FINANCIALS:

Bank reconciliation – sent out May 14, 2021

Variance from district has been received

- Library Director will contact Rachelle at District Office to ask why the Assistant Librarian's wages are at 0, and if we can get the percentage amounts put back on the variance.

COMMITTEE REPORTS:

Finance Committee:

MOTION: Move that a new Cashable Term Deposit be purchased with \$15,253.92 coming from the matured Term Deposit at Integris Credit Union.

MOVED/SECONDED: Elizabeth/Tim

CARRIED.

Policy Committee:

MOTION: Approval of Confidentiality policy

MOVED/SECONDED: Tim/Jacqueline

CARRIED.

MOTION: Approval of Board Code of Conduct policy

MOVED/SECONDED: Jacqueline/Tim

CARRIED.

MOTION: Approval of Employee Code of Conduct policy

MOVED/SECONDED: Maxime/Tim

CARRIED.

MOTION: Approval of Animals policy

MOVED/SECONDED: Mark/Elizabeth

CARRIED.

MOTION: Approval of Employee Orientation policy

MOVED/SECONDED: Tim/Elizabeth

CARRIED.

The Policy Committee will get a few more policies done, then take summer off. Currently working on Reserves Funds policy and Emergency Preparedness policy.

Human Resources Committee:

Recommendation from HR regarding Assistant Librarian's education plan (sent out May 6, 2021)

HR Committee recommends that AL proceed with her plan as presented to us, with approval from Library Director.

MOTION: Board approval of AL's education plan.

MOVED/SECONDED: Maxime/Tim

CARRIED.

LD will pass on the message to the AL.

OLD BUSINESS:

Signing authority change – Both Jacqueline and Martin have offered to become the new signing authorities.

MOTION: Jacqueline and Martin will become new signing authorities.

MOVED/SECONDED: Elizabeth/Tim

CARRIED.

LD will submit this information to the RBC and Integris, will ask what they need from us specifically.

Report on NCLF AGM – Maxime

Succession Planning- Maxime

Intro –BCLA conference - Louise

BCLA conference – Karli (*Appendix 2*)

NEW BUSINESS:

No new business.

NEXT MEETING: June 15, 2021@4:45pm by Zoom

MOTION: To adjourn regular meeting

MOVED/SECONDED: Maxime/Tim

CARRIED.

7:30pm

ACTION ITEMS:

→ Library Director will contact Rachelle to ask why the Assistant Librarian’s wages are at 0, and if we can get the percentage amounts put back on the variance.

→ LD will submit new signing authorities information to the RBC and Integris, will ask what they need from us specifically.

→ LD will inform AL of the decision regarding her education plan.

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

The next meeting is scheduled for June 15, 2021 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 2021
October 20 2021	November 17 2021	December 15 2021

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