

**FORT ST. JAMES PUBLIC LIBRARY BOARD**  
**REGULAR MEETING June 15, 2021 4:45 PM (by Zoom)**

**4:46PM**

**Attendees:** Karli Fisher, Louise Evans-Salt, Maxime Evans, Elizabeth Hoy, Judy Greenaway, Jacqueline Soles, David Nutbrown, Mark McCutcheon

**Regrets:** Martin Elphee

**Absences:** N/A

**MOTION: Approval of the consent agenda**

**MOVED/SECONDED:** Maxime/Jacqueline

**CARRIED.**

**MOTION: Approval of the agenda**

- **Addendum:** the Membership Policy will not be discussed at this meeting

**MOVED/SECONDED:** Maxime/Elizabeth

**CARRIED.**

**LIBRARIAN'S REPORT :**

Sent out by Karli June 8, 2021 (appendix A)

- In-person programming will commence in September, assuming the province has reached Step 4 of the B.C. Restart Plan.
- Jenny will be recording her story time videos for the library's YouTube page soon.
- Summer Reading Club will be virtual again, but Jenny will be providing take home kits for the children, as well as activity sheets and the option to be entered into a weekly draw for a book.
- Jenny has planned for the Pro-D days, starting in September, and is doing research into activities and themes for children.

Kamloops Summary of Library Response sent out June 10, 2021 – reflection, thoughts (appendix B)

- LD was worried about potentially triggering people with a residential school display.
- Suggestion to put a warning on the door letting people know about the display.

→Library Director will ask other librarians about what they are doing for displays

→Library Director will contact Dust'lus newsletter to advertise the library's Indigenous collection and displays.

**FINANCIALS:**

Bank reconciliation – sent out June 08, 2021

- Nothing to report.
- The next variance from the District will include a note correcting where the Assistant Librarian's wages are taken out of.

## **COMMITTEE REPORTS:**

### Finance Committee:

- The committee needs another member.

### Policy Committee:

- The committee needs another member.
- Mark volunteers to join.

### Policies For Approval

**MOTION:** Accept Reserve Fund Policy (amendment)

**MOVED/SECONDED:** Maxime/Mark

**CARRIED.**

### Emergency Preparedness Policy

- Include location of muster station in fire plan.
  - Include procedure for dangerous individual(s).
  - Should there be a count of people currently using the library?
- Library Director will check the fire safety plan for muster station and patron count.

**MOTION:** Repeal Fine Policy

**MOVED/SECONDED:** Maxime/Elizabeth

**CARRIED.**

### Human Resources Committee:

- The committee needs another member (if they want to, a potential member can observe annual review process).
- If anyone is interested in joining, contact Maxime.
- Library Director's annual review will take place in July

## **OLD BUSINESS:**

As discussed at the May 18<sup>th</sup> meeting the new signing authorities will be Maxime Evans, Elizabeth Hoy, Karli Fisher, Martin Elphee, Jacqueline Soles and Louise Evans-Salt (as per financial policy which states Chair is always a signer).

- Jacqueline steps back to cut the number down to five
- Louise will check if Martin is still okay with being a signer
- Will motion in email.
  - o After further discussion, the Board has passed the motion that the new signers for the Fort St James Public Library association at RBC and Integris Credit Union will be Karli Fisher - Library Director, Louise Evans-Salt - Chair, Elizabeth Hoy - Treasurer and Martin Elphee - Trustee. Paul Kealy, Maxime Evans, and Anita Willick will be removed as signers. (appendix C)
- Library Director updates on what is needed to change the signing authorities: Include

the resolution with signatures of any two current signors. New signers must provide one piece of primary identification (any government issued ID with a photo and expiry date) and one piece of secondary ID, and their Social Insurance Number. LD will also need to update the information with BC registry.

Louise reports on the BCLA conference (appendix D)

**NEW BUSINESS:**

Summer meetings: is there a need for a regular meeting?

- Louise proposes a summer meeting with Babs Kelly on the governance role of trustees, and one on Strategic Plan discussion.
  - Will use August time to look at Strategic Plan.
  - Dates for these meetings will be the same as listed on the 2020/2021 Board Meeting Dates, and will be limited to an hour.
  - Will be flexible for meeting in-person with Zoom option.
- Louise will see what Babs feels like doing.

**NEXT MEETING: July 20 2021, 2021@4:45pm by zoom or in person**

**MOTION TO ADJOURN REGULAR MEETING**

**MOVED/SECONDED:** Maxime/David

**CARRIED.**

**6PM**

**ACTION ITEMS:**

- Library Director will ask other librarians about what they are doing for displays
- Library Director will contact Dust'lus newsletter to advertise the library's Indigenous collection and displays.
- Library Director will check the fire safety plan for muster station and patron count.
- Louise will see what Babs feels like doing.

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

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?