

MINUTES FOR February BOARD MEETING

Rossland Public Library Association February 12th, 2020 at 7pm

Present: Al Stanley, Christa Ford, Lauren Roach, Catherine Spence, Jeff Ross, Maureen Brown, Niki Larsen

1.0 Call to order at 7pm.

2.0 Additions to Agenda: List from Stacey

3.0 Approval of minutes from January Meeting

3.1 Motion: Lauren.

Second: Jeff.

Passed unanimously.

4.0 Business Arising from Minutes Discussion:

4.1 Children and Library Policy:

Al rewrote and put into sync drive.

Board wishes encapsulated.

Motion to adopt. - Al Stanley

Lauren Second.

Passed Unanimously.

4.2 Fill in Maureen on issues surrounding unattended children in RPL.

Children under 12 require supervision/within eyesight.

Specific policy instituted.

4.3 Artwork in the Library:

Motion to adopt new policy: Al Stanley.

Second: Christa Ford.

Penny Johnson - arts council.

Background from Al. Made policy around art circulation system.

Stacey will apply for local art grant.

Artist has to sign a waiver and inspect installation, sign off.

Only works that can be hung. (No sculpture, installations, etc.)

4.4 Library Staffing:

Update on hours everyone is working. What was their original understanding of hours?

What do we need to do to get back to a reasonable weekly workload? More staff?

Casual staff? How to best support staff?

5.0 Consent Agenda

Motion to accept consent agenda: Jeff

Second: Christa

Passed unanimously.

6.0 New Business and Correspondence:

6.1 Collection: Staff: niche collection of British books.

KLF - normal expectation of book purchases. 60% by June. 40% by April.

Gill - so much time on ILL. 300 books a month.

Stacey to contact Christine Burns to close out Sitka for 2019.

Run a report through Sitka to check ILL's.

Gill has a list of books to order that are popular through ILL that Stacey can use for book orders.

6.2 Respectful Workplace Policy:

Closing gaps in policy.

No policy for dealing with patrons (implied in vision statement) and how staff interact with one another. Draw inspiration for drafting policy from BC Human Rights Code, Worksafe BC, Human Rights Act of Canada, Employment Standards Act. Stacey will draft policy.

6.3 Transition Planning:

Stacey employed with Rossland for 12 weeks. Bev comes back Mar 10th. Board is asking for clearance letter from doctor. Board looking for clarification of job duties and descriptions. What does each person do? What's in their lane on paper? What are they actually doing? Should there be restructuring? Bev will likely begin with admin work at home including grant writing. On days she would like to come into work Bev will communicate with Stacey who can book the Raven Room as a shared workspace.

6.4 Meeting with Staff:

Board would like to meet with staff to discuss Bev's transition back to work. Stacey to ask if Staff Meeting date of February 24th at 10am works for most staff members. Stacey will ask if 10:30 is an acceptable time.

6.5 Gaps in procedures:

Stacey - go through policy/procedure binder. What is policy for extended leave? Support for person on leave? Support for staff left behind? If staff, how to support Director? If Director goes, what is the policy? Previously the Board has created a Personnel Committee but a policy for extended leave would be appreciated for Staff, Directors and Board Members. Stacey to draft.

6.6 Year End Accounting:

Switch year end accounting effective 2019 from review to compilation.

Motion: Jeff

Second: Christa.

Unanimous vote.

6.7 Update from Maureen about Museum Events:

Feb 15: Family Day: activities at museum. 5-8:30

19th: Speaker series with Jim Spence.

Feb 25th. Strawberry Tea at seniors home.

Pro D camps: 14th and 21st.

Acquired new volunteers through Discover Rossland.

Golf Tourney: Aug 28th.

RFP: Interpretive and Exhibition plan. (next year)

Rural and dividend grant pending.

6.8 BCLA AGM & KLF Director Meeting:

Stacey wondering whether she is required to go or if Bev will attend. Bev would potentially like to go WITH Stacey. Find out registration date.

6.9 BCLA Membership Renewal:

Bev will renew as she has the credit card.

6.10 Credit Card:

Can the credit card be retrieved from Bev? Her name is on it. What can Library use in the interim to make purchases and routine membership renewals?

6.11 PLG:

Bev will complete outstanding grants, surveys and statements when she returns.

Extension until mar 31.

6.12 I pads for Children:

I pads causing problems for staff and patrons. Staff wondering if they can be taken out of circulation. Because they were purchased with a grant they need to remain but terms of use can be tweaked. Stacey to set I pads to time out after 30 minutes. Will pare down games to deter long term use and melt downs over usage.

6.13 Confirmation of budget approval:

It is approved. Stacey to go ahead and begin ordering books.

6.14 Computers:

Circulation desk computer and one of patron computers not working. Quote on circ desk. (\$1484. All in one PCs. Acer. 1500. Linovo. 1400. Tiny PC and mount to any monitor. 730.)

Circ desk needs replacement.

Confirm if others are sick or actually dying.

Jeff requests vote to spend \$2000 to upgrade hardware. (from contingency fund.)

Leon will invoice.

Motion: Christa

Second: Lauren.

6.15 Broken Door Counter and attach shelf to wall:

Wait for Bob.

6.16 Set a date for RPL AGM:

Decided on Apr 22nd.

8.0 Next meeting: Mar 11 at 7pm

9.0 Ajournment at 7:55pm.

10.0 In Camera moved to separate location.