

Rossland Public Library Association June 3, 2020 following AGM – via Virtual meeting

Present: Christa Ford; Jeff Ross; Catherine Spence; Mike Ramsey; Francine Weigeldt; Jacqueline Dawes; Eileen Daniel; Richard Kemick; Roberta Post; Abigail Steele; Maureen Brown, RMDC.

1. Call to Order: 8:37pm

2. Additions to agenda:

3. Approval of Minutes from May Board Meeting

Additions: Discussion regarding producing an online newsletter and privacy legislation.

Adjournment to in-camera at 8:35pm. In-camera adjournment at 9:05

Motion to accept the minutes from the May meeting as amended: Ford / Spence Carried

In-camera information from previous minutes:

February: Addition of In Camera end time 9pm

Email motion: to approve money for professional development for all staff. Ford / Roach Carried

April : Addition of in-camera end time 9:29 pm,

Motion to seek legal advice on formation of new contracts so that all staff have a formal contract in place. Ford / Spence Carried

4. Business Arising from Minutes Discussion

4.1. Policies passed by email voting between regular meetings in May and June 2020

- Mask purchase for patron usage
 - Motion Ford, Second Spence, 3 yes, 1 abstain
- C7 Code of Ethics and Conduct
 - Motion Ford, Second Roach, 4 yes
- C8 Bullying and Harassment
 - Motion Ford, Second Roach, 4 yes
- A2 Library Board
 - Motion Ford, Second Roach, 3 yes, 1 abstain
- A3 Powers and Duties of the board
 - Motion Ford, Second Roach, 3 yes, 1 abstain

4.2. Policies for review:

A5 Statement of intellectual Freedom

Motion to accept policy A.5 as presented: Ford / Spence Carried

C3 Budget and Discretionary Spending

Motion to accept policy C3 as presented: Ford / Ross Carried

C11 Local Artists Displaying Work

Motion to accept policy C11 as presented: Ford / Spence Carried

C6 Training

Motion to accept policy C6 as presented: Ford / Steele Carried

4.3. Library Staffing – verbal by the Director. A June staff schedule was included in the Director's report. Ross noted that Gillian Eames ROE must be updated as she has resigned.

- 4.4. COVID re-opening plan – verbal by Director. See Director’s Report to the Board for more information.
- 4.5. Maintenance Update – Spence and Reardon replaced all 150 fluorescent tubes with LED tubes.

5. Consent Agenda

- Motion to accept the Consent Agenda: Ford / Carried.
- 5.1. Chair’s Report
- 5.2. Director’s Report
- 5.3. May June 2020 KLF Newsletter

6. New Business and Correspondence

- 6.1. Discussion on purchase of Ferraro’s Gift Cards for use by staff.
Motion: to purchase Ferraro’s Gift Cards as needed from local schools: Ford / Post Carried
- 6.2. Discussion regarding a second card on the libraries credit card account;
Motion: to have a second card in the Treasurer’s name: Ross / Ford Carried
- 6.3. Discussion regarding a test run of Acorn TV:
Question from Spence: can it be downloaded rather than streamed? Rintoul will check.
Motion: to trial Acorn TV to 31 December 2020, one token per week, using money from the Digital Services Grant from the Provincial Government. Ford / Ross Carried
- 6.4. Summer programming - verbal report from the Director. More information in the Director’s Report
- 6.5. Elections of officials
The following positions were filled by acclimation:
Chair: Jacqueline Dawes and Jeff Ross to be Co-chairs
Vice-chair: Catherine Spence
Treasurer: Roberta Post
- 6.6. Committee members are as follows:
Art Selection Committee: Kemick
Finance Committee: Post, Dawes, Ross, Rintoul
Kootenay Library Federation Rep: Steele
Maintenance Committee: Spence, Steele
Personnel Committee: Spence, Ramsey, Dawes, Ross
Work Relations sub-committee: Spence, Steele
Public Relations Committee: Daniel, Weigeldt
- 6.7. Board training
BCLTA is offering courses to support board members via Zoom. Daniel and Wiegeldt expressed interest in attending “I’m a Trustee, now what?” on 13 June
Dawes and Ross expressed interest in attending “Chair, Vice Chair: Chairing and Leading June 16 & 23”
ACTION: Rintoul to register them for this.

- 6.8. A dedicated email for the board chair has been set up: board chair@rossland.bclibrary.ca
- 6.9. Lease with City of Rossland - the City is review all its leases. Ramsey will liaise with the City on this.
7. Weigeldt expressed admiration for those who are reasonably new to Rossland who have joined the board.
8. Next Scheduled Board Meeting – 8 July 2020, 7pm
9. Adjournment - 11:02pm

Status	Name	Number
Passed by email voting	Work from Home	New
Passed by email voting	Incorporation, Meeting Rooms	A1, B6
May	Old stuff & Funding	A4, Appx B, App E, B1, B7
Passed by email voting	Conduct, Bullying & Harassment	C7, C8
Passed by email voting	Board, Governance	A2, A3
Passed Feb, amended for June	Local Artist Display	C11
June	Intellectual Freedom	A5
July	Personnel	C1
June	Budget, Training	C3, C6
July	Social Media	C10
	Library Function	B2, B4, B5, B8
	Expenses	Appx A, Appx G, C4, C5
	Admin	Appx C, Appx D, Appx F,
	Misc	C2, C9

C.6 Training and Educational Upgrading Policy

1. Upon hiring a new employee, the Director will develop a training plan to guide that employees' introduction to the aspects of their assigned job role. This plan should include, but is not limited to, a review of the Library policies, procedures and overview of the other job roles within the Library. The Director is responsible for delivering the training to new employees to ensure consistency of overall approach to Library operations. Job specific items may be delivered via cross-training with another staff member if job duties allow.
2. A regular full-time employee shall be entitled to five (5) shifts per year with pay to upgrade their employment qualifications. A regular part-time employee is entitled to three (3) shifts per year with pay to upgrade their employment qualifications subject to notification of the Library Director. Any further educational leave shall be granted at the discretion of the Library Director or the Board.
3. Only courses to aid professional development will be considered for reimbursement.
4. Time spent at courses directed by the Board will be calculated at the employees' hourly wage.

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C.3 Budget and Discretionary Spending Policy

The Library Director will require board authorization for the following expenditures:

- a. Capital spending
- b. Spending in excess of each budget line item
- c. Transferring funds from one budget item to another
- d. Any expenditures resulting in benefit to the Library Director

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C.11 Local Artists Displaying Works Policy

The Rossland Public Library (the Library) contains a number of wall spaces ideal for displaying art works. Using the spaces to display works by local artists is beneficial to the Library, local artists and Library patrons.

Scope

Art works are considered to be two-dimensional art that can be hung on a wall within the Library without modifications to the structure of the wall.

Statement of Commitment

The Library is committed to promoting local artists through the display of artwork within the Library.

Objectives

Objectives of displaying the works of local artists in the Library:

1. Expose the work of local artists to the community
2. Provide information for Library patrons to contact the artists
3. Provide an enhanced cultural experience for Library patrons

Standards

The following standards apply to local artists displaying works in the Library:

1. No art will be displayed that contravenes any local, provincial or federal law
2. The maximum size of any art displayed in the Library must conform to the physical limitation of the display area as determined by the Library staff
3. Display of art works in the Library is not an endorsement of the artist by the Library
4. Art works can be accompanied by information showing the name of the work, medium used, artist name and contact information. It will not contain prices for the sale of art nor will art sales be facilitated within the Library

Policy

The committee will be comprised of the following selected by the Board:

1. One member from the Library staff
2. One member from the Library board
3. One member from a non-profit local arts group in an advisory capacity

The Committee will choose a number of art works to be displayed for up to two months in the Library. There are times in the year designated to raise awareness of particular social and cultural issues, for example, Canada Book Week. The Board will encourage the Committee to be aware of issues relevant to the Library and choose art appropriate for those designated times.

Artists chosen will be responsible, with the advice and assistance from a Library representative for mounting their art works and the Library will require assurance from the artist that the art is appropriately mounted. The artist will be required to sign a brief waiver saving the Library harmless from any damage to the art while it is on display at the Library.

It is expected and encouraged that the Committee will, from time to time, choose art that could be challenging in terms of subject matter. So long as the art does not contravene the Standards established in this policy it will be deemed acceptable. Should a member of the public, staff or Board feel that a piece of art on display is not appropriate, the matter will be brought to the whole Board who will decide, in their sole discretion, whether to continue to display the work in question.

Artist Release and Waiver of Liability

Rossland Public Library Association of Rossland, BC

This Release and Waiver of Liability dated this ____ day of _____, by and between the Rossland Public Library (RPL) and _____ (Artist) waives any liability on the part of RPL or its board, staff members, or volunteers with regard to a public display by the Artist of his/her Art Works to be held at RPL during the period (Start Date) _____ to _____ (End Date).

The Artist hereby agrees to hold harmless Rossland Public Library (RPL) and/or its board, staff members, or volunteers from any liability for the Artist or the Art Works during the above period including but not restricted to loss, damage to, or theft of the Art Works.

While any Art Works are displayed at RPL, the Art Works remain the property of the Artist, to be sold at the Artist's discretion to interested parties at an amount set by the Artist. Any sales discussions must be managed by the Artist (or an assigned representative) and interested parties directly. RPL can not process sales transactions for art Works, enter into sales negotiations for Art Works, or hold funds for sold Art Works.

This Waiver stipulates that, if the artist sells Art Works during the public display, the Art Work will remain on display until the End Date. It is hereby understood by and between RPL and the Artist that the only intention of RPL is to provide a venue for the display of the Art Works during the above period and that RPL can accept no responsibility or liability for the Artist or the Art Works. On the Start Date, Art Works will arrive at RPL ready to hang. The Artist is responsible for the hanging of all Art Works, and providing any related informational material for display at RPL on the Start Date. Library staff may be available to offer set-up support. All Art Works and associated materials belonging to the Artist will be removed by the Artist on the End Date as to not interfere with subsequent art displays.

Final approval of all Art Works on display is at the discretion of the RPL Art Committee.

This Release and Waiver will be executed in duplicate. Signature below indicates agreement with all of the above.

I acknowledge that I understand the release and waiver described in this document.

I am aware that this is a release of Liability and I sign it of my own free will.

Artist Participant Signature Date

Name (Artist): _____

Address: _____

City: _____ Province ; _____ Postal Code: _____

E-mail: _____ Phone: _____

Artwork Title(s) _____

_____ (use back of form for

additional pieces)

No artwork will be considered for display without this signed form Rossland Public Library



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