

March 2020 BOARD MEETING Minutes

Rossland Public Library Association March 11, 2020 at 7:00pm

Bob Reardon, Maureen Peters, Christa Ford, Jeff, Jacqueline Dawes, Catherine Spence, Stacey Boden

Present:

1. Call to Order at 7pm

2. Additions to agenda:
 - Museum - general discussion

3. Approval of Minutes from February Board Meeting
 - Jeff motion
 - Catherine second

4. Business Arising from Minutes Discussion
 - 4.1. Library Staffing – Update
 - Staff back to regular hours.
 - Working on accessible and appropriate scheduling for staff.

 - 4.2. Collection Status - Update
 - 93 titles ordered
 - Bev ordering from home
 - 35 titles in next order
 - working on 60% of book orders completed by June

 - 4.3. Meeting with Staff in February – Update
 - Christa came to staff meeting to discuss Bev transition back to work.
 - Christa checking in with Bev every Friday.
 - Answered Staff questions.
 - When both Directors in building, to be in Raven Room. Stacey line of authority until Bev back to 80%.
 - Christa expressed that difficulties centered around Board working on dif. timeline than staff. Line of communication to improve. Board only meets every 30 days.
 - Personnel committee will respond within 72 hours.

 - 4.4. Transition Plan Status - Update
 - Bev came in this morning. Working on provincial operating grant.

- Weekly report listing what everyone does in their jobs.
- Director duties/Staff duties.
- Bev to transition from Admin duties to more on site, interactive engagement.

4.5. Respectful Workplace Policy – Updated C7 policy

- 2 Versions.
- 2018 sort of updated.
- Paper copy or digital. Digital, Jeff/Bob/Catherine.
- TASK: Stacey to revise and put into Sync Folder for Board review

4.6. BCLA Membership Renewal – complete?

Yes.

4.7. iPad Status – Screen Free Wednesdays, focus on digital literacy

- Compromise on screen free Wednesdays.
- TASK: Update Ipads with literacy apps and put in paper saying to come in and see new apps.

4.8. Computer health – Update

- New Circulation Desk computer works wonderfully. Everyone is very pleased!
- Patron computer still sketchy.
- Keep an eye out on the computer.
- Reassess in June. (Don't meet Jul/August)

5. Consent Agenda

5.1. Chair's Report

5.2. Director's Report - Jeff advised to just work off of the approved budget and make decisions without needing Board consent for most small things.

6. New Business and Correspondence

6.1. BCLA and KLF Attendance BCLA April 15 – 17, KLF April 24, 25

- Bev going to both.
- Stacey attending KLF in Nelson just on the one day.

6.2. AGM April 22 –

- two week public notice, call for board members, refreshment arrangements
- Meet 30 minutes before for meet & greet.

- Board meeting afterwards, short. (Combine board meeting and AGM on 22nd.)
- Meet @ 6:30. Meet & greet and general.

6.3. Policy information gaps

6.3.1. Recommendations on how to close

- Look through list of policies.
- Where have holes come up because of losing bowtie structure.
- How to address.
- Suggestions and input welcome.

6.3.2. Policy Review Cycle

- Emailed out.
- One week to edit and replace in Sync in “edited” folder in March.
- Respond even without edits.
- Email reminder to check policies in Sync folder before Board meeting.

6.4. Policy Review

6.4.1. B6 Meeting Rooms

- TASK: Stacey to add Raven Room to meeting room policy. Include pluralization. Max occupancy for Raven Room included and set at 12.

6.4.2. C8 Bullying and Harassment

- TASK: Stacey to combine C.7 and C.8? Or create more comprehensive policies.

6.5. Next policies for review in April

- Not many changes expected.

6.5.1. A1 Incorporation

6.5.2. A2 Board of Management

6.5.3. A3 Powers and Duties of the Board

Email out KLF recommendation on duties of Board, Director, Staff. Etc.

6.5.4. A5 Intellectual Freedom

7. Questions/General Discussion:

- Maureen: Spring Break at the Museum. Camps run from 9-3pm.
- Speaker Series: Adventure expert. White Water Rafting, Expedition leader.
- Easter Egg hunt on Apr. 11.

- Earth Day.
- Extra Time: Spring CleanUp.
- Request for Interpretive and Exhibition plan.
- Assimilated Mine Experience next year. Starting process.
- Digitizing maps. Applying for grants.
- Seniors Tea well attended.
- Interviewing for memories project.
- Working on policy/procedure for Coronavirus.

COVID-19:

- Make a policy for this? Pandemic/Contagion, etc. Emergency policy?

Bob:

- Changing all the lights.
- Not budgeted.
- Change to LEDs.
- Big grant and save on electrical.
- City sign off on Fortis grant, we purchase bulbs.
- City has to submit form. Money in LRC account.
- \$3.50-3.80 each instead of \$9.
- About 130-140 bulbs.
- \$700 approx.
- Double check on difference between kitchen and regular lights.

TASK: Bob to get costs/details. Tally up and pass a motion.

8. Next Board Meeting – Apr 22 @ 6:30pm
9. In camera session
10. Adjournment 7:40pm