

Rossland Public Library Association

Board of Trustees

9 September 2020

Attending in person: Jeff Ross; J Richard Kemick; Catherine Spence; Francine Weigeldt; Eileen Daniel; Abigail Steel; Director Beverley Rintoul; City of Rossland rep Dirk Lewis. Attending virtually: Jacqui Dawes; Michael Ramsey;

1. Call to Order by Ross - 7:05pm by Ross.

2. Additions to agenda -
8.6 - P.R.

3. Approval of Minutes from June Board Meeting

Motion to approve the minutes from the July Board meeting: pence / Daniel Carried.

4. Business Arising from Minutes Discussion

4.1 Lease renewal - verbal report from Ramsey

- working with Bryan Teasdale the City of Rossland CAO.

- hoping it will be ready in next week

4.2 Personnel Policy renewal - Spence and Ramsey asking for input on draft. Ready for the next board meeting.

5. Consent Agenda

Containing reports from the Chair, the Director, Maintenance and balance sheet and income statement.

Motion to accept the consent agenda: Ross / Steel CARRIED

6. New Business and Correspondence

6.1 Policy: B2 Circulation

Motion to accept as amended: Steel / Kemick CARRIED

6.2 Policy: B.4 Inter-library Loans

Motion to accept as amended: Kemick / Daniel CARRIED

6.3 Policy: B.5 Acceptable Use

Motion to accept: Steel / Weigeldt CARRIED

6.4 Policy B.8 Other - tabled until next meeting

6.5 Digital Services Grant budget

Motion to accept: Ross / Daniel CARRIED

7. Updates from partners:

7.1 Museum not in attendance

7.2 City of Rossland - nothing to report

8. Questions and general discussion:

8.1 Fall Library Hours - no demand from patrons at the moment. Saturday opening will begin again 12 September. Considering adding an hour - open 11 - 5 - starting in October. Staff are waiting to see what happens now that the schools are open.

8.2 Collections - discussion around spending the 2020 book budget. Decision to be taken at the end of October. Discussion around ordering tools.

8.3 Public Computer Use - discussion of the plan to offer public computer use.

8.4 & 8.5 Artwork policy & Artwork Hanging System - Kemick reported on the research into a hanging system for the library. There may be money in the Library Renewal Budget but it is not a priority. The Committee will look into grant possibilities.

Motion to include the price for each piece on the information card: Kemick / Spence

CARRIED

8.6 PR - Daniel brought the idea of a "Books of Your Life" column in the Rossland News. PR committee and Rintoul to work on this, starting with board members.

9. Adjournment: 8:39pm

Date	Time
Wednesday, October 14, 2020	7pm
Wednesday, November 18, 2020	7pm
Wednesday, December 9, 2020	7pm

11 In camera session adjourned: 9:11pm

Minutes approved: _____

B.2 Circulation Policy

1. Adult members may borrow up to fifty (50) items, subject to the Librarian's discretion. Items which are in high demand may be limited. Junior members may borrow up to ten (10) items. Temporary members and BCOne card holders may borrow up to five (5) items.
2. All materials may be borrowed for a period of 21 days, except for the reference collection which does not circulate, and movies and music which circulate for seven (7) days.
3. Books, audiobooks and magazines may be renewed for a further 21 days a maximum of twice. DVDs and CDs may be renewed for a further seven (7) days a maximum of twice. Materials on reserve may not be renewed.
4. Fines for overdue items shall be set by the Board of Trustees. See Appendix A for Schedule of Fees.
5. Privileges will be suspended on any card with outstanding fines beyond an amount to be determined by the Board of Trustees. Fines must be paid off in full before reinstatement. See Appendix A for Schedule of Fees
6. Privileges will be suspended on any card with items outstanding beyond seven (7) weeks. Items must be returned or paid for in full before reinstatement.
7. Lost and damaged books will be billed for the replacement cost plus a processing fee set by the Board. See Appendix A for Schedule of Fees.
8. Books and other materials can be reserved upon request.
9. Patrons may checkout items without a library card if they can provide ID or confirm their address or telephone number to a staff member or volunteer.

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B.4 Interlibrary Loan Policy

1. Rossland Public Library provides ILL service through Illume and BC Interlibrary Connect.
2. Borrowing
 - a. Interlibrary loan services are available to current Rossland residents with valid Rossland Public Library cards.
 - b. Patrons using ILL services are responsible for loss, damage, late charges, and other fees for service as levied by lending libraries. Charges from lending libraries will be forwarded to patrons.
 - c. Patrons may request up to 10 loan requests on their account at a time.
3. Lending
 - a. Rossland Public Library will lend items to other libraries upon request, with the following exceptions:
 - i. Items in high demand locally
 - ii. Items added to the collection within the last six months
 - iii. Magazines
 - b. Loan periods comply with the Outlook Online guide and the BC Interlibrary Connect Guide.
 - c. Renewals are at the discretion of the lending library.
 - d. Rossland Public Library recovers costs for damage or loss whenever possible.

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B.5 - Acceptable use policy

Internet

The library provides access to the internet, both through public computers and wifi, to further its mission to entertain, inspire and educate members of its community.

The library does not filter internet content and users must be aware it is an unregulated, worldwide environment. It contains information and opinions that range in scope from reliable and authoritative to controversial or extremely offensive. Some information found on the Internet may **NOT** be accurate, complete, or current. Users must assess the validity of the information found. Users should be aware that the internet is not a secure medium and that third parties may be able to obtain information about users' activities. The Library assumes no responsibility for the security and privacy of on-line transactions.

Children are entitled to access to all information and facilities in the Library. As with usage of all other Library materials, monitoring a child's access to the internet is the responsibility of the parent or guardian.

The library is public space shared by users of all ages, backgrounds and sensibilities. Internet users are asked to consider other patrons when accessing the internet, both on public use computers and their own devices.

Library users are subject to federal, provincial and municipal legislation regulating internet use, including the provisions of the Criminal Code regarding obscenity, child pornography, sedition and the incitement of hate. The use of the Library's Internet services for illegal purposes is prohibited, and may result in prosecution. Internet users should also be aware that online content may be copyrighted and printing this content is against the law.

Public Computers

Library staff will assist users with the current login procedures.

Computer users may not download software or change the configuration of the workstations and will be responsible for all costs connected to any damage to them.

The library is not responsible for any damage to any external data devices the patron may use in conjunction with the library computers.

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