

**Rossland Public Library Association
Board of Trustees Meeting Agenda
Meeting Date and Time: November 18, 2020 at 7pm**

1. Call to Order (1 minute)
2. Approval of Agenda (2 minutes)
3. Consent Agenda (2 minutes)
 - a. Approval of Minutes from October 2020 Board Meeting
 - b. Director's Report
 - c. Co-Chair's Report
 - d. Information – The library is the charity of the month at the bottle return depot in Trail. Encourage friends and acquaintances to return their empty beverage containers in the specially marked bin for the library.
 - e. Financial Report – Income Statement and Balance Sheet
 - f. Maintenance Report
 - g. KLF Wage Survey Report
 - h. KLF November 2020 Newsletter
4. Updates from Partners
 - a. City of Rossland (5 minutes)
 - b. Rossland Museum and Discovery Centre (5 minutes)
5. Questions and General Discussion (15 minutes)
 - a. DISCUSS – Any action required to spend our book budget before year end. Should we cancel books on order with ULS and purchase from bookstores?
 - b. DISCUSS – We will likely have a \$10-15k surplus for the year because of book order backlogs (~\$4k), switching from review to compilation (~\$2k), and no travel due to Covid19 (~\$4k). Should we have the library director prepare a budget to spend \$10k before year end?
6. New Business (22 minutes)
 - a. DISCUSS AND APPROVE – 2021 Budget (15 minutes)
 - b. DISCUSS AND APPROVE – Appendix C ILL Request Form (1 minute)
 - c. DISCUSS AND APPROVE – Appendix D Hours (1 minute)
 - d. DISCUSS AND APPROVE – Appendix F Reimbursements (1 minute)
 - e. DISCUSS AND APPROVE – Appendix D Expense Claim Form (1 minute)
 - f. DISCUSS AND APPROVE – Temporary library operating hours until December 31, 2020 (1 minute)
 - g. UPDATE – Eileen to present Public Relations update (2 minutes)
7. Confirm Next Meeting Date (1 minute)

8. Adjournment

9. In camera