

## **Rossland Public Library Association**

### **Board of Trustees Meeting**

**Meeting Date and Time: March 10, 2021 at 7pm**

Attending: Jeff Ross; Jacqui Dawes; Mike Ramsay; Councillor Terry Miller; Eileen Daniel ; Abigail Steel; Catherine Spence; Francine Weigeldt; Richard Kemick; Roberta Post

1. Call to Order 7:02
2. Approval of Agenda Moved by Jeff, seconded by Eileen

### **3. Operations Update**

- Payroll, no issues
- Staff seem happy, enjoying work, feel supported
- Petty Cash for stamps
- Work schedule till end of March
- Comment by Richard, peephole installed great idea

### **4. 2021 Financial Statements**

- Book keeping complete till end of February
- Installment from city 68,450.00
- Next installment will come from province, no date.
- Explanation of Library renewal expense, no invoices from Hil-tech (Abigail will check into delay)
- Reduction of payroll and wage expenses due to reduced hours during pandemic

### **5. Maintenance Update**

- gate installed and staff happy
- sewer problems (city will update)
- doors on bathrooms, access for all, need to replace hardware
- this will come from the library renewal account expenditures

### **6. Updates from Partners (no update from museum)**

#### **City of Rossland**

- there were questions regarding job posting for new director.
- 3 resumes, 2 interviews done so far, 1 on Thursday
- there will be a recommendation to the board by early next week
- the interview team was surprised by the highly qualified candidates

- will library be publicizing information regarding vaccine distribution?
- OCP update
- single use plastic bags on way out
- fee changes to parks and rec
- grant for trail from BJ to summit
- grant for improvements to Wagon Rd.
- action plan for economic plan
- outdoor public bathrooms will be a priority
- Mayor Moore is asking if the library has indigenous land acknowledgment as part of our policy? Answer is no and we should consider this part of the new director's job.
- mid-town housing project looking for bits
- Trail and Rossland are making a bid to host Winter games in 2026

## **7. Questions and General Discussion**

### **Balance sheet summary How much capital do we need?**

- we are in a great financial position
- explanation of Nelson and District Credit Union accounts and availability of funds
- should some funds be transferred to another type of account?
- how much do we want in reserves? in cash account?
- we established that we have a 5-6 year surplus
- do we have enough in reserve for computers, furniture
- we need funds to wind down operations in case of a shut down
- we should invest in collections? in food production items? storage? study areas?
- we need to establish a policy with priorities

## **8. New Business**

### **Next AGM April 14th 7 p.m.**

- 9 directors, 4 for 2 year term, 5 for 1 year term
- 8 directors have agreed to return, Jacque not returning however has agreed to act as consultant on safety issues. Jacqui was co-chair with Jeff.
- need to publish a notice regarding AGM (Eileen has already given notification)
- how do we notify prospective new board members? (website)
- who will write the director's report? should it be a staff report?
- new chair and if needed, co-chair, will be elected.
- Catherine will continue as vice- chair and personnel

### **Sync folder**

- who administers?
- 12 people still have access to it

9. **Confirm Next Meeting Date** April 14th, 7:15

10. Adjournment 8:01

11. In camera