

## *Rossland Public Library Board Meeting Minutes*

September 8<sup>th</sup>, 2021

7:00pm

Type of Meeting: Monthly Board Meeting

Meeting Facilitator: Richard Kemick

Invitees: Richard Kemick, Catherine Spence, Jeff Ross, Mike Ramsay, Abigail Steele, Francine Weigeldt, Stacey Boden.

Regrets: Eileen Daniel, Roberta Post, Maureen Brown, Terry Miller

- I. Call to order: **7:02pm**
- II. Territorial Acknowledgement – Richard.  
Discussed reading local treaties to get a bigger picture of not only the larger encapsulation of the treaties but also the minutiae and smaller details like who receives how many axes and when. Richard looked into Treaty 7 for Calgary.  
**Abigail Steele will present the acknowledgment at the October meeting.**
- III. Approval of Agenda  
Motion to Approve: **M/S: Richard/Mike.**  
**Stacey will include timing of agenda items for next meeting.**
- IV. Approval of Minutes from Last Meeting  
Discussion about Bibliocommons and wait times. The Library has opted in through the BC Libraries Coop and is waiting to hear back about how development is going.  
**Motion to Approve: M/S: Richard/Abigail.**
- V. Consent Agenda  
Clarification that consent agenda is anything in the sync folder available for review before the meeting.  
**Motion to Approve: M/S: Mike/Catherine.**
- VI. Summary of Operations from Director  
Stacey presented a summary of the Director's Report.

Determined there did not need to be a vote to opt into Grant Advance through the KLF.

Answered questions about statistics.

A door counter is on order.

Question about number of applicants when positions are posted and we are happy to report that we receive a good number of applications and that the Library is well covered between staff and volunteers.

## VII. Updates from partners

### a. City of Rossland

N/A

### b. Rossland Museum and Discovery Centre

N/A

## VIII. Policy Review

### a. Occupational Health and Safety Materials

Stacey presented on Health and Safety Manual available at Circulation Desk or as a digital copy that staff can process any time.

Monthly inspections start in October.

First aid training and fire extinguisher training will be booked as soon as Selkirk College and the Fire Department give the go ahead.

## IX. New Business

### 9.1. Executive Report.

Richard summarized the Director's probationary period review and formally invited the new Director to end the probationary period to officially be recognized as permanent staff.

### 9.2. Discussion about vacation time

Checked on Employment Standards BC website which says "Vacation must be taken within 12 months of being earned". It was determined that the Library will not roll vacation over into the following year and that employees should continue to use their vacation time within a 12 month period.

### 9.3. Maintenance Committee Update:

Stacey was very happy to report that the toilets have been working well since the City came to fix the sewage pipes, and the HVAC system is also in good working order thanks to the change in filters.

### 9.4. Library Hours and Vaccine Cards:

Hours of Operation: Libraries in the KLF are split when it comes to returning to pre-pandemic hours. Some were going to and decided not to because of the 4<sup>th</sup> wave of COVID-19, some did return to their previous hours, and many are waiting to see how case counts go and what Public Health recommends. For the Rossland Public Library we will revisit at the October meeting. Staff have been asked to record when patrons ask for more time in the study room after 6pm, or if patrons are asking for later times for the meeting rooms.

Vaccine Cards: Public Health held a meeting with the Public Libraries Branch and Director's from Libraries across British Columbia (ABCPLD). They officially stated that libraries are considered essential and that vaccine cards are not required for any use of the library spaces by library staff and volunteers. There was an information and instructional session held to teach staff how to help patrons access and save their vaccine cards (either using a screen shot or printing out their QR code). The Rossland Library is advertising that we are available to help with vaccine cards.

- X. Confirm next meeting date: Wednesday October 6<sup>th</sup>, 2021 at 7:00pm
- XI. Adjournment  
**Motion to adjourn: M/S: Richard/Mike.**  
Meeting adjourned at 7:47pm.
- XII. In camera