

Rossland Public Library Board
Meeting Minutes

November 10th, 2021

7:00pm

Type of Meeting: Monthly Board Meeting

Meeting Facilitator: Richard Kemick

Attendees: Richard Kemick, Eileen Daniel, Jeff Ross, Mike Ramsay, Abigail Steele, Francine Weigeldt, Maureen Brown, Terry Miller, Stacey Boden.

Regrets: Catherine Spence, Sarah-Jane Christensen

- I. Call to order (1 minute) - 7:00pm
- II. Territorial Acknowledgement (5 minutes) – Richard.

Spoke to the parliamentary decision to have flags at half mast, and how they were raised and lowered again for Remembrance Day. Reminder to be mindful of compartmentalization and continue to think about our individual role in reconciliation in our professional and personal lives.

Next territorial acknowledgement will be from Eileen Daniel.

- III. Approval of Agenda (2 minutes) -
Motion to approve:
M/S: Richard/Mike.
- IV. Approval of Minutes from Last Meeting (2 minutes)
Motion to Approve:
M/S: Richard/Mike.
- V. Consent Agenda (2 minutes)
Motion to Approve:
M/S: Abigail/Eileen.
 - a. Director's Report
Confirmation that questions about Director's Report can be addressed under summary.
 - b. Executive Report
No Executive Report this month.
 - c. Quickbooks Balance Sheet and Profit & Loss Report

Request to include Budget Comparison in Consent Agenda.

Expected to face a deficit of \$5000-10,000 by year end.

Still \$20,000-\$25,000 expected to be spent on operations and wages by the end of December.

VI. Summary of Operations from Director (10 minutes)

- Canada Post responds to the Letters to Santa and the library facilitates the writing and delivery.
- Staff know about meetings 1-2 months ahead. They are typically always held the Wednesday after the Board Meetings.
- The Rotary Grant is included under “General Grant Revenue” on the Profit and Loss Report.
- The library is asking for approximately \$15,000 through the CBT Technology Grant and applications close mid-December. Funds are expected to be distributed in the new year.
- The Indigenous Book Club is still running and is facilitated through CBAL in partnership through the Trail and District Public Library. The Rossland Public Library advertises and encourages patrons to sign up. The Director is in discussion with CBAL to create some indigenous/EDI programming that is specific to our library.
- Clarification around Circulation statistics and door counter recording.
- **Director will find out how many books in total are in our collection.**
- Update on Professional Development, specifically Creating an Inclusive and Diverse Workplace. The focus of the day was hiring practices and there were talks about creating safe spaces and being mindful when hiring of barriers facing minority groups.

VII. Updates from partners (10 minutes)

a. City of Rossland (5 minutes)

Terry Miller spoke to 4 significant items:

1. The Community Planning is ongoing and concerns zoning and growth.
2. Rossland is rapidly approaching citizenship of 5000 and the city is mindful of the need to budget for a Rossland specific police force.
3. There was approval to move the community garden from the wetlands to farther up the hill. We should celebrate Rossland’s ability to teach others about the wetlands/marshlands!
4. 9-1-1 response is a concern and the City is recognizing the importance of the issue and creating noise to be clear about how seriously they are taking this significant issue.

Director will touch base about opportunity for Library to participate in Rekindle Rossland.

Terry sends his regrets in advance for the December 8th meeting.

b. Rossland Museum and Discovery Centre (5 minutes)

Maureen Brown updated the Board on Museum programming.

- Museum has moved to winter hours: Tuesday to Saturday: 10-5pm.

- Children's programming is beginning again in January.

May be a conflict between Books & Babies and Little Bear programs as they both run Friday mornings.

- STEAM Saturdays run from 2-4pm.

- The Artisan Market, Walking Tours, and Ask a Geologist were/are very popular and went/are going well!

- There are displays at the Trail Museum in the Riverfront Centre as well as the Prestige.

- The Rotary was very helpful getting the museum ready for winter.

- The Museum currently employs 4 full-time staff and 6 students and interns.

- Terry Miller inquired about the Rossland Tapes and Maureen spoke about the digital history collection of Red Mountain and ongoing efforts.

- The Museum AGM is on November 25th at 5:30pm in person. They are losing three board members and looking for interested participants.

VIII. New Business (10 minutes)

a. Library Renewal Funds Budget – Director (3 minutes)

Director presented a breakdown of how remaining renewal funds could be used to improve the library including shelving for Director's office and Children's DVDs, as well as artists to decorate columns (to hopefully reduce the amount of times patrons walk into them and potential injuries) as well as designating the Children's and Young Adult sections.

The budget was over the amount but can be scaled back.

Director to complete a transfer to cover an invoice from Hil-Tech.

Director will get a quote on how much it would cost to have a small window put into the Director's office as well as having the office painted a lighter colour.

Terry Miller to discuss window with Stacey Lightbourne from the City.

b. Christmas Closures – Director (2 minutes)

Library has previously been closed December 25th to 28th.

Director spoke to other libraries in the KLF and some are closing for a week to offer staff

a mental health break while others are remaining open.

Circulation is often down significantly between Christmas and New Years.

On December 24th, 2020 there were 4 circulations between 10:00am and 2:00pm.

Director asked if Library could be closed for staff from Friday, December 24th through to Friday, December 31st.

Director will continue to work to prepare for new year.

Board approved request.

Staff will be informed at the next staff meeting on Wednesday, November 17th.

c. Plan for Strategic Plan – Director (5 minutes)

Director wanted to start a conversation about beginning Strategic Planning.

In previous years a facilitator was brought in through CBT.

Director will reach out to determine if CBT is still able to offer this service.

Typically, strategic planning has been done over two sessions in person with the Board and the Director. Sessions are 2-3 hours each.

d. Snow Removal – Director (1 minute)

Usually the City takes care of shoveling the sidewalks/walkways and last year Mike Ramsay contacted Dan to take care of shoveling around the building.

Mike will reach out to Dan about snow removal for this winter.

e. Staff Parking – Director (1 minute)

Currently there is no dedicated parking for library staff and they are starting to get parking tickets from the bylaw officer.

Staff are concerned about safety (all year long, but especially during the shorter days in winter) and the Director shared an anecdote about hazards when it is dark. (An employee in a previous job slipped and was hurt, but the area was unlit and isolated and the employee was lying in the dark in the snow for quite some time without help.) Not necessarily just about preventing altercations, but also health and safety. (Staff often work until 6pm or later.)

Credit Union parking was suggested, but the lighting is not ideal and the other temporary solution is that some are walking as far as the Stoked Float location but are still walking through unlit areas. Staff are of varying ages and in different stages of health and Director wanted to stress safety and comfort of everyone as we provide programming and safe spaces/washrooms/etc for Rosslanders.

Library staff only need 3 dedicated spots in a well-lit area, as close to the library as is possible.

Mike offered to look into finding a better parking solution.

f. Voting to meet in person for next meeting:

Mike: yes

Jeff: yes

Richard: yes

Abigail: yes

Eileen: yes

Francine: yes

Next board meeting will be in person at the library.

Virtual option will be available for Museum and City.

IX. Confirm next meeting date: Wednesday, December 8th, 2021 at 7:00pm IN PERSON!

X. Adjournment

Motion to Adjourn:

M/S: Richard/Abigail

Adjourned at 7:59pm.

XI. In camera