

Radium Hot Springs Public Library Board Meeting Minutes July 21, 2020

1. Call to Order: The Chair called the meeting to order.

2. Members Present via Zoom: Jill Logan, Jacqueline Wagner (ex officio), Donna Verboom, Judy Fowler, Mike Gray, Sheila Leman, Abigail Kokolski, Sandy Eason.

3. Review Agenda: The agenda was reviewed.

M/S that the agenda be adopted. Carried.

4. Approval of June Minutes

M/S that the June Minutes be approved. Carried.

5. Reports

a) Library Director's Report

- COVID-19 situation and phased restoration of services discussed. The doorbell concept is working well.
- We have purchased 4 face shields from the Makerspace. Staff are now wearing masks.
- We put an ad in the Pioneer advertising our July service update.
- Discussion about author book signings.
- New SRC Grab & Go Activity Bags available every Thursday.

b) Financial Report

- Incoming funds from the past month were reviewed.
- Balance sheet and account balance discussed.

M/S to approve the cheque and M/C register for the month of June. Carried.

TO DO: Donna to talk to Karen about possible budget revision in September.

c) KLF/ABCPLD Report

- KLF LDAG and ABCPLD are still holding frequent Zoom meetings to discuss COVID-19 best practices moving forward.
- Discussion about setting up and book club for adults/teens throughout the Kootenays.
- Executive meeting moved to August.
- KLF Director has sent out an Executive Director report; KLF now has an Employment Lawyer Resource for member libraries.

d) Friends of the Library Report:

- Nothing to report at this time in light of the COVID-19 situation.

6. Unfinished Business

a) N/A

7. New Business

a) Review January – June Monthly Library Stats

- New stats summary excel document was presented to the board. More categories added/refined to reflect provincial report requirements.
- We are now able to track ebook & audiobook circulation.

b) Board Member Turnover Discussion

- Trustee terms discussed: Judy, Sheila (Chair) & Donna's (Treasurer) terms are done end of December. They will not renew.
- Sandy's term is done at the end of December but she will renew her term.
- Abby and Jill each have one more year on her term.
- Mike's term will continue in tandem with his role on council.
- The Library will need to recruit for 3 board members for 2021.

TO DO: Jackie to bring the board recruitment advertisement to next meeting.

TO DO: Sheila to reach out to RDEK to see what they are expecting for term ends.

c) Review Donor List & Discuss Donations

- A donation was made to the Endowment Fund for \$250.
- A monthly donation to the Endowment Fund was received.
- Discussion about the possibility of asking for donations during COVID-19 – regular supporters unable to contribute in the short-term.

TO DO: Sheila to review donor writing letter campaign letter from last year & send it to Abby for a review and rewrite to possibly send out to larger corporations less affected by the pandemic.

8. Policies: Policy review moved to August.

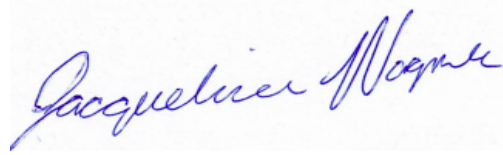
9. Correspondence: No correspondence to discuss.

10. Perpetual Calendar: Calendar was reviewed for upcoming items to focus on in July.

11. Date of Next Meeting: August 18, 4:00 p.m.

12. Adjournment: The meeting was adjourned at 5:13p.m.

Chair, RHSPL Board

A handwritten signature in blue ink, reading "Jacqueline Morgan". The signature is written in a cursive style.

Library Director, RHSPL