

Radium Hot Springs Public Library Board Meeting Minutes October 27, 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, Mike Gray, Sheila Leman, Sandy Eason, Abigail Kokolski, Judy Fowler.

3. Review Agenda: The agenda was reviewed. Addition made by Jackie.

M/S that the agenda be adopted as presented (including additions). Carried.

4. Approval of September Minutes

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

5. Reports

a) Library Director's Report

- Front door system reconfigured for winter.
- Study carousel and public computer now in the former children's area to accommodate students.
- Mask discussion: now an expectation in public spaces by the PHO. Signage increased in the library.
- Halloween candy chute discussion.
- Grant report for provincial tech grant submitted on October 15, 2020.

M/S to approve \$650 spending on plexi-glass. Approved.

To Do: Jackie to submit CVCF grant application.

b) Financial Report

- N/A treasurer unable; will send out later.
- Balance sheet and account balance discussed.

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

c) KLF/ABCPLD Report

- KLF AGM meetings will be held over the next few weeks via zoom.
- KLF LDAG and ABCPLD are still holding frequent meetings.
- ABCPLD – discussion about the challenges with bringing volunteers back. Consensus to try to budget for more staff hours.

6. Unfinished Business

a) N/A

7. New Business

a) New Board Member Recruiting (Jill)

- We have two great applicants for the Radium board member positions.
- Jill has submitted her resignation.

To Do: Sheila to reach out to applicants to invite them to the next meeting.

To Do: Jackie to send out Zoom invite for meeting.

b) CVCF Grant Application 2020:

- Application for new shelving to be submitted on October 31, 2020.
- Discussion about applying for an official library sign to be permanently fixed in front of the building.

To Do: Jackie to speak with Arne and Gary about signage for the front of the building and get a price estimate.

c) 2021 Budget Discussion:

- Discussion about increasing services to Edgewater during the pandemic.
- Draft budget reviewed. Minor changes made to fix errors.

To Do: Final budget to be approved by the board via email once final edits have been made.

To Do: Jackie to reach out to the Edgewater Elementary School to see how we can connect during COVID.

d) RDEK & Budget

- Discussion about budget preparations for RDEK and Village Grant submissions.

To Do: Jackie and Sheila to submit final budget request to RDEK by November 15, 2020.

8. Policies: Final policy review complete.

9. Correspondence: No correspondence to discuss.

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

11. Date of Next Meeting: November 17, 4:00 p.m.

12. In-camera Session.

13. Adjournment: The meeting was adjourned at 5:45pm

Sheila Leman

Chair, RHSPL Board

Jacqueline Wagner

Library Director, RHSPL

I hereby certify these minutes are correct.