

Radium Hot Springs Public Library Board Meeting Minutes June 23, 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.

Regrets: Sandy Eason

3. Review Agenda: The agenda was reviewed.

M/S that the agenda be adopted. Carried.

4. Approval of May Minutes

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

5. Reports

a) Library Director's Report

- COVID-19 situation and phased restoration of services discussed.
- AG Foods has donated 300 paper bags for our Library Takeout Service.
- The Ministry and ABCPLD have now both created documents for service restoration best practices.
- Guidelines and procedures for service restoration and health and safety have been established and will be revised by the director when necessary.
- Grants and upcoming Provincial deadlines discussed.
- Canada Summer Jobs Grant & CVCF COVID-19 relief grants were approved.
- Grant received from KSCU to go towards the purchase of the office door for the Workroom Enhancement Project.

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 May. Carried.

TO DO: Donna to speak with Karen about whether modifications to the budget are required.

c) KLF/ABCPLD Report

- KLF LDAG and ABCPLD are still holding frequent Zoom meetings to discuss COVID-19 best practices moving forward.
- KLF members are all moving forward with developing a series of reopening procedures. Each library's procedures differ based on facility, community, resources etc.
- Libraries that rely on volunteers, like ours, are facing more obstacles with reopening.
- Sheila will attend the upcoming executive meeting and provide updates.

d) Friends of the Library Report:

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

6. Unfinished Business

a) Risk Management Update:

- Board Policies document reviewed.
- Strategic Plan will be discussed during budget time.
- Abby has volunteered to assist with creating our next Strategic Plan, using the framework we have as a "skeleton."

M/S to approve Risk Management policies. Carried.

7. New Business

a) Service Restoration Discussion – Next Steps

- Discussion about the 7 documents presented.
- Director proposed a modified reopening plan for public access to the library based on COVID safety regulations. To comply with these regulations, we have had to suspend our volunteer program, alter our service structure accordingly, increase cleaning procedures, and ultimately reduce our public service hours.

b) Letter to the Minister

- Our annual letter advocating for sustainable and reliable annual increases from the Provincial government was submitted by the Library Director.
- The letter also supported the ABCPLD's request for a provincial investment in province wide training and professional development for library staff and boards.
- Signed by both Sheila and Jackie.

TO DO: Jackie to finalize next reopening plan and send to the board.

c) Village Council Meeting

- The Director will attend a council meeting this summer to provide updates and discuss our annual report to the community.

d) Volunteer Recognition Event

- Postponed until further notice.

8. Policies: No new policies to discuss.

9. Correspondence: No correspondence to discuss.

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

11. Date of Next Meeting: July 21, 4:00 p.m.

12. Adjournment: The meeting was adjourned at 4:40p.m.

Sheila Leman

Chair, RHSPL Board

Jacqueline Wagner

Library Director, RHSPL

I hereby certify these minutes are correct