

Radium Hot Springs Public Library Board Meeting Minutes January 19, 2021

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, Linda Maurer, Sandy Eason, Abigail Kokolski, Anne Jardine, Jen Tagg.

3. Review Agenda: The agenda was reviewed.

M/S that the agenda be adopted. Carried.

4. Approval of November 2020 Minutes

M/S that the November 2020 Minutes be approved. Carried.

5. Reports

a) Library Director's Report

- In-person visits steady but not overwhelming. Circulation increasing.
- Grab & Go and Kootenay Online Book Club programs continue to be popular.
- Patti reaching out to the Edgewater community to inquire about doorstep book deliveries.
- CVCF Community response grant received for COVID-19 related programming expenses.
- Annual report in process. Waiting on the release of stats from the province to finalize.
- The Library Director presented a mock-up of a vinyl sign for the front of the building to increase awareness of our presence in the community. The sign has been approved by the Village Office, and the style was chosen because it would be the most economical and low maintenance.

M/S to approve the new vinyl Radium Hot Spring Public Library sign for front of the building. Carried.

To Do: The sign will be installed when the temperature is above 7 degrees.

b) Financial Report

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

M/S to approve the cheque and M/C register for the months of November and December, 2020. Carried.

c) KLF/ABCPLD Report

- KLF LDAG and ABCPLD are still holding frequent meetings.
- KLF and ABCPLD also providing staff pro-d opportunities at no cost to member libraries.

6. Unfinished Business

a) N/A

7. New Business

a) Motions for Board Approval

- The board will remove former board members from the cheque register and approve the appointment of new members to their positions. Jill Logan will remain a village liaison to the board.
- The Area F RDEK board position remains vacant.

M/S to approve the appointments of our new board members: Jennifer Tagg, Linda Maurer and Anne Jardine. Carried.

M/S to approve Sandra-Lynn Eason, Linda Maurer and Jennifer Tagg as the new authorized signatories for the Radium Library. Carried.

M/S to remove Jill Logan and Donna Verboom from the cheque register. Carried.

M/S to approve Sandra-Lynn Eason as Board Chair. Carried.

M/S to approve Anne Jardine as Vice Chair. Carried.

M/S to approve Linda Maurer as Treasurer. Carried.

M/S to approve Abigail Kokolski as the KLF representative and Jennifer Tagg as the alternate. Carried.

M/S to approve Jennifer Tagg as the Secretary. Carried.

To Do: Jackie to forward names/titles of new board members to Village Council for approval.

b) Review Trustee Orientation Checklist.

- New board members were presented with trustee orientation checklist. This document is to be reviewed again in the coming months.
- Trustee packages were issued in welcoming emails to new trustees.

c) Review Summary of Year End Stats.

- The Library Director presented the end of year statistics for 2020. The challenges of the COVID-19 pandemic were discussed and the fallout effects on library services, hours, and ultimately on statistics were noted.
- Despite a tough year, the Director felt the library was able work within the parameters of provincial restrictions to provide services to the community while mitigating risks to staff and patrons.
- Suggestion to compare library statistics to local census numbers to further determine community impact.

To Do: Jackie to investigate usage in line with Vital Statistics.

To Do: Jackie and Sandy to invite Mayor Clara Reinhardt to the next board meeting.

8. Policies: Next review in July 2021.

9. Correspondence: No correspondence to discuss.

10. Perpetual Calendar: Calendar was reviewed for upcoming items to focus on in February. The board will review the current strategic plan prior to the meeting. The board will also work to establish a fundraising plan at the next meeting.

11. Date of Next Meeting: February 16, 2021, 4:00 p.m.

13. Adjournment: The meeting was adjourned at 5:27pm

Sandra-Lynn Eason

Jacqueline Wagner

Chair, RHSPL Board

Library Director, RHSPL

I hereby certify these minutes are correct.