

Radium Hot Springs Public Library Board Meeting Minutes March 24, 2020

- 1. Call to Order:** The Chair called the meeting to order.
- 2. Members Present via Zoom:** Abigail Kokolski, Jill Logan, Jacqueline Wagner (ex officio), Sandy Eason, Donna Verboom, Judy Fowler, Mike Gray, Sheila Leman.
- 3. Review Agenda:** The agenda was reviewed.

M/S that the agenda be adopted. Carried.

4. Approval of February Minutes

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

5. Reports

- a) Library Director's Report
 - COVID-19 situation and Library closure discussed.
 - The Library Director has followed direction from the ABCPLD, BCLTA, KLF and the various levels of government.
 - Cancellations and postponements discussed.
- 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 February. Carried.

- c) KLF Report
 - KLF LDAG and ABCPLD are having weekly Zoom meetings to discuss COVID-19 best practices moving forward.
 - Director shared BCLTA announcement on COVID-19 and governance.

Friends of the Library Report:

- An initial meet and greet was held on March 7.
- Attendees had interest and were emailed about a follow-up date.
- Follow-up meeting has been postponed due to concerns over COVID-19.
- The Director will contact the group at a future date.

6. Unfinished Business (Tabled until April Meeting)

- a) Strategic Plan Review – New Strategic Plan? (Jill)
- b) Donor Ledger Update: (Jackie & Abby)

7. New Business

a) COVID-19 Situation

- Discussion about applying for a Federal Government Wage Subsidy as a registered charity.
- Discussion about payroll and options.

TO DO: Jackie to email Mark about qualifying as a registered charity for a Federal Government Wage Subsidy.

TO DO: Jackie to look into creating an emergency preparedness plan for the library.

b) Budget Revision and Revised Letter:

- Expenses were reviewed line by line as was payroll.
- Edits to letter were reviewed and made.
- Potential library hours were reviewed.

M/S to approve the letter to send revised budget request to the Village. Carried.

c) In-Camera Discussion

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 April.

11. Date of Next Meeting: April 21, 3:30 p.m.

12. Adjournment: The meeting was adjourned at 5:15p.m.

Sheila Leman

Chair, RHSPL Board

Jacqueline Wagner

Library Director, RHSPL

I hereby certify these minutes are correct.