

Radium Hot Springs Public Library Board Meeting Minutes April 21, 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 March Minutes

M/S that the March 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, KLF and the various levels of government.
 - Cancellations and postponements discussed.
 - Grants and upcoming Provincial deadlines 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 March. Carried.

- c) KLF Report
 - KLF LDAG and ABCPLD are still holding weekly Zoom meetings to discuss COVID-19 best practices moving forward.
 - KLF members plan to forward as a unit with a developing a series of reopening procedures – when it is deemed safe by Provincial Health authorities.
 - KLF Spring Meeting funds have been reallocated to member libraries to be used for COVID-19 related expenses.

Friends of the Library Report:

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

6. Unfinished Business

- a) Strategic Plan Review – New Strategic Plan?
 - Next steps discussed.

TO DO: Sheila to follow-up with Christopher about Strategic Plan.

- b) Donor Ledger Update:
 - Donor Ledger purchase to be revisited at a later date.

7. New Business

- a) Risk Management Follow-Up Discussion: (Christopher Cameron)
 - Presentation & review of Risk Management Strategy Scope of Work Document.
 - Discussion about next steps and five policy recommendations.

TO DO: Christopher to look into next steps and speak with Municipality. Christopher, Sheila and Jackie to meet to finalize Risk Management Strategy Scope of Work document.

TO DO: Jackie to email Mark and Karen about insurance coverage.

TO DO: Board to email Jackie any revisions on the Scope of Work document in the next week. Jackie to contact Christopher with board suggestions.

- b) Provincial Grant Letters:
 - Reviewed letter from the Province regarding an unexpected one-time grant awarded to BC libraries to be used towards the enhancement of digital services, technology and broadband connectivity.
 - Reviewed 2020 Provincial Public Grant allocations & Operating Grant Award letter.

- c) Spring Garage Sale:
 - Tabled until a later date.
 - Discussion about a possible virtual garage sale for larger items.

- d) Review Annual Community Report 2019:
 - Reviewed and approved by board.

M/S to approve Annual Community Report 2019. Carried.

- e) CVCF Endowment Fund:
 - Discussion about annual interest funds.
 - Reviewed report on funds received in 2020 and current balance.

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 May.

11. Date of Next Meeting: May 19, 3:30 p.m.

12. Adjournment: The meeting was adjourned at 5:07p.m.

Sheila Leman

Chair, RHSPL Board

Jacqueline Wagner

Library Director, RHSPL

I hereby certify these minutes are correct.