

Radium Hot Springs Public Library Board Meeting Minutes May 20, 2020

1. Call to Order: The Chair called the meeting to order.

2. Members Present via Zoom: Jill Logan, Jacqueline Wagner (ex officio), Sandy Eason, Donna Verboom, Judy Fowler, Mike Gray, Sheila Leman.

Regrets: Abigail Kokolski.

3. Review Agenda: The agenda was reviewed.

M/S that the agenda be adopted. Carried.

4. Approval of April Minutes

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

5. Reports

a) Library Director's Report

- COVID-19 situation and phased restoration of services discussed.
- Board given updates on Library Takeout service.
- The Library Director has continued to follow direction from the ABCPLD, KLF, Ministry of Education, and the various levels of government.
- Guidelines and procedures for service restoration and health and safety have been established and will be revised when necessary.
- Grants and upcoming Provincial deadlines discussed.
- Canada Summer Jobs Grant & CVCF COVID-19 relief grants were approved.

TO DO: Jackie to follow up with KSCU.

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 April. Carried.

c) KLF 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.

- KLF Spring Meeting funds have been reallocated to member libraries to be used for COVID-19 related expenses.
- Sheila has joined the KLF executive.
- Discussion about encouraging board chairs to be the KLF representative.
- Discussion about upcoming virtual governance workshops in June.
- The KLF reviewed the report from the Ministry.
- The Fall KLF meeting will be September 26, 2020. It is originally scheduled to be held in Creston, but it will likely be held on zoom.
- We are following the recommendations of other KLF board chairs to have a weekly check-in discussion with the chair and the director.

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:

- Next steps discussed.
- Jackie & Sheila have a scheduled zoom meeting with Christopher on May 21. They will discuss policy document, insurance coverage, and Strategic Plan steps.
- Christopher took all of the feedback from the board and incorporated it into the policies.
- CBT has given us until the end of June to complete and report to the Non-Profit Advisors Program.

7. New Business

a) COVID-19/Library Takeout Service

- Discussion about the four documents presented: Library Takeout Press Release, Procedural Overview, RHSPL COVID-19 Health and Safety, Staff Health and Sanitation Checklist.

TO DO: Sheila to look into WorkSafeBC.

TO DO: Jackie to send Sheila WorkSafeBC documents.

TO DO: Jackie to send Jill blurb for little free library.

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: June 23, 3:30 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.