

Falher Regional Intermunicipal Library Board Meeting Minutes

Tuesday, April 7, 2020 Virtual Meetings using Zoom (private meetings)

The Board Meeting was split into 3 x 45 minute components:

- Meeting 1: 4:30 – 5:00 pm Meeting with Friends
- Meeting 2: 6:00 – 6:30 pm Library Board and Staff Meeting
- Meeting 3: 6:45 – 7:15 pm Board Meeting

Meeting 1: 4:30 – 5:00 PM Board & Staff Meeting with Friends of the Falher Library Society Board

Attendees:

Lindsay Brown (Meeting Chair), Jackie Hockey
Library Manager, Doreen Horvath

Regrets:

Board: Natasha Smit, Rita Boulet, Hillary Reid, Diane Gervais, Raoul Johnson,
Staff: Maegan Morin
Guests: Friends of the Falher Library Society Board

Item	Meeting 1 - Topic for discussion	Motion	Action
1.	This meeting was convened at 4:30 pm.		
2.	This meeting was adjourned due to lack of quorum at 4:45 pm; J.Hockey to follow-up with the Board (prior to meeting 2) and Friends (to rebook).		
	<p><u>Post-Meeting feedback</u></p> <p>This was our first scheduled group Zoom meeting, and several of us experienced technical and setup difficulties. Splitting the meeting into three components to complete them within the free license time limit also caused confusion.</p> <p>This early time slot did not work for several members of the Board; we will rebook as part of our next regular Board Meeting and timeslot on May 5.</p>		

Meeting 2: 6:00 – 6:30 PM Board & Staff Meeting – Regular Board Meeting

Attendees:

Lindsay Brown (Meeting Chair), Jackie Hockey, Hillary Reid, Raoul Johnson (by phone), Diane Gervais (joined in progress at 6:20), Library Manager, Doreen Horvath

Regrets:

Board: Natasha Smit, Rita Boulet Staff: Maegan Morin

Item	Topic for discussion	Motion	Action
1.	Meeting called to order @ 6:00 pm; motion to accept agenda.	Jackie	Carried
2.	<p><u>OLD BUSINESS</u></p> <p>A. <u>Motion to approve of March 3, 2020 Minutes.</u></p> <p>B. <u>Motion to ratify the Board’s March 16th e-Vote, to adopt March 17 – April 7th program cancellations and library closures as needed to ensure staff and public safety, in response to the COVID-19 outbreak.</u> (6 approved, 2 no response; carried.)</p>		
		Hillary	Carried
		Hillary	Carried

	<p>C. <u>Reviewed Board Action & Tabled Items.</u> Motion to accept for Board information.</p> <p>D. <u>The 2019 Financial Review has been completed and signed off by our volunteer reviewers.</u></p>	Lindsay	Carried
3.	<p><u>NEW BUSINESS</u></p> <p>A. <u>Staff Update</u> (Doreen)</p> <ul style="list-style-type: none"> • Review of pandemic response process (March 17 – April 7) with staff to identify successes, issues and opportunities; assuming closure continues until June 30th, with current staffing. <ul style="list-style-type: none"> • Process with remote access is working; WiFi is being used; CERC in heavy demand to help navigate quickly changing provincial and federal COVID-19 supports. • Staged re-opening plan and staffing; assuming virtual / remote access only likely to June 30th. • Business arising from this discussion. <ul style="list-style-type: none"> • Summer student status. CSJ has been applied for; job is posted on our website; interview and hiring process put on hold. <p>B. <u>Financial Items</u></p> <ol style="list-style-type: none"> 1. Book allotment discussion – AFD to PLS e-Resource allocation. PLS provided up to \$500 to purchase additional system French e-resources, as identified by Doreen. \$300 spent to date. 2. Based on review of Zoom the Board will use during the COVID-19 closure for Board meetings, and also will have staff assess possible use for client support and virtual programming. Motion to purchase Zoom month-to-month license (\$20.00/mth). 3. PLS Bandwidth pilot continuation during COVID-19 reviewed. Motion to continue 2020 pilot. 4. Moved to defer all capital purchases that will require site access for delivery or installation until after June 30th. <i>(Note: Based on this, CFEP scope change will be updated to include a 3 month extension request to December, 2020).</i> 5. 2020 bookkeeping and reviewer recognition. We will compensate our volunteer auditors for a portion of their estimated travel costs (Joussard to Falher) to pick up and return our 2019 accounting records. These records will be held in Joussard, for return when the Public Health Emergency closure has eased. Moved to compensate Jean and Albert Lemire \$300.00 (payable by cheque, when the books are returned.) 6. The 2020 Budget will be updated based on these assumptions, and any known financial impacts for our 2020-21 PLSB Operating grant application. <p>C. <u>Board & Staff Meetings – confirm meeting dates and times</u> Capital Planning to be rebooked after meeting with Friends</p>	<p>Meeting 3</p> <p>Tabled</p> <p>Hillary, 2nd Diane</p> <p>Lindsay, 2nd Hillary</p> <p>Diane</p> <p>Hillary, 2nd Lindsay</p> <p>Tabled</p> <p>Tabled</p>	<p>Carried</p> <p>Carried</p> <p>Carried</p> <p>Carried</p>
4.	<p>2020 Meeting Dates (1st TUESDAY of the month) January 7, February 4 (cancelled), March 3, , April 7, May 5, June 2, September 1, October 6, November 3, December 1.</p>		
5.	Adjournment @ 6:45 pm	Lindsay	Carried

Meeting 3: 6:45 – 7:15 PM Board Only Meeting – Pandemic Planning April 8 – June 30

Attendees:

Lindsay Brown (Meeting Chair), Hillary Reid, Diane Gervais, Raoul Johnson (by phone), Jackie Hockey, Rita Boulet (joined in progress at 7:15)

Regrets: Natasha Smit

Item	Topic for discussion	Motion	Action
1.	Meeting called to order @ 6:49 pm; motion to accept agenda.	Diane	Carried
2.	<p><u>Business Response Plan April 8 – June 30</u></p> <ul style="list-style-type: none"> - Confirm approach, staffing and financial impacts. - The Board determined that our likely return-to-public operations date is unknown. At this point we are planning for virtual operations for the Library and CERC to June 30th. - The Governance Committee will prepare updated Terms of Employment letters for staff, following individual reviews with them, detailing staff and work from home expectations during this period. <ul style="list-style-type: none"> o T. Gosselin's paid leave will end April 8th, and she will be temporarily laid off. A manual payroll and ROE will be processed April 15th, in support of her eligibility for CERB benefits. o All letters are to be issued by April 15th, and included in the May Board package for information. o Summer student hiring will be put on hold; summer hours and staffing will be confirmed at our June Board meeting. - Based on our response to April 7th, the Governance Committee will draft policy updates for May review, for our Emergency Response Plan (ERP) to include future infectious disease emergencies. - We will also start work on our Business Continuity Plan – Pandemic Planning, to define decision points; what we have done thus far; what we plan to do to continue interim operations, and ultimately return to normal operations, during an infectious disease outbreak. <p><u>Additional Information (post-meeting):</u> Emergency Response focuses on the safety of life, assets and the environment. Business Continuity focuses on continuing the operations of the business until it can return to normal.</p> <p>Our current ERP includes aspects of both for scheduled closures, and unscheduled closures due to loss or damage to the library building. The timeframes we have included are short (up to 4 weeks and/or permanent shutdown); with COVID-19 we are developing how we successfully continue to offer services in a longer interim timeframe.</p>		J Hockey to update staff, municipalities and AB Human Services
3.	<p><u>Advocacy & how we will deal with rapid change</u></p> <p><u>Briefing Book 2020 – Risks and Decision Points</u> Update Advocacy document, points 5 & 6 (last page of attachment)</p> <ul style="list-style-type: none"> - Updates will be included in the May meeting package for review as discussed. - Some aspects of this document will be incorporated into our Business Continuity Plan, after the Pandemic Planning portion is done. 		
4.	Adjournment @ 7:45 pm	Lindsay	Carried