

# Falher Regional Intermunicipal Library Board Meeting Agenda

Tuesday, May 5, 2020 Virtual Meeting using Zoom  
7:00 – 8:30 pm; this meeting was open to the public via dial-in.

This meeting consisted of two parts: a joint meeting with the Friends (Meeting 1 from 7:00 – 7:35), followed by our regular Board Meeting (Meeting 2).

## Attendees

Lindsay Brown (Meeting Chair), Natasha Smit, Rita Boulet, Hillary Reid, Library Manager, Doreen Horvath Jackie Hockey (Meeting Secretary) joined by phone at 7:15 pm

Regrets: Raoul Johnson, Diane Gervais, Asst. Library Manager Maegan Morin

Guests: Friends of the Falher Library Society Board

## **Meeting 1: 7:00 – 7:35 PM** Board & Staff Meeting with the Friends of the Falher Library Society Board

Item	Topic for discussion	Motion	Action
1.	Meeting called to order @ 7:10 pm; motion to accept amended agenda, with the addition of item 2.D. by the Friends' requesting clarification regarding Approvals & Communications – Library Manager vs. Board.	Rita	Carried
2.	<p><b><u>OLD BUSINESS</u></b></p> <p>A. 2020 Funding Commitment The Friends approved \$7,000 gaming and \$1,500 non-gaming.</p> <p>B. <u>Library Policy Updates 2019-20 – Friends feedback / Q's</u></p> <ol style="list-style-type: none"> <li>1. Asset Usage Agreement (Coffee Corner Bookshelf). <ul style="list-style-type: none"> <li>● Agreement accepted by the Friends; a signed copy will be forwarded electronically.</li> </ul> </li> <li>2. Program Funding Template (Bullet Journaling – debrief) <ul style="list-style-type: none"> <li>● Pilot program – Friends pleased, but clarification requested by the Friends on program approval process, timing &amp; contacts to speed up approvals.</li> <li>● Advertising of the programs – display coordination with the Library Manager's approval.</li> </ul> </li> <li>3. Community Use of Facility Policy &amp; Request Form <ul style="list-style-type: none"> <li>● Additional clarification needed on access to and use of the library by the Friends for meetings, Board business, and fundraising activities during CERC operating hours.</li> <li>● The Board will review and update this policy as required.</li> </ul> </li> </ol> <p>Also refer to point D for additional follow-up discussion on points 2, 3.</p> <p>C. <u>Feedback on Process re: Library Closure - Friends impact</u></p> <ol style="list-style-type: none"> <li>1. To include updates to Emergency Response Plan (Pandemic Planning). <ul style="list-style-type: none"> <li>● This happened very quickly; were ok with how it closed; our joint focus remains safety.</li> <li>● Accounting &amp; Records <ul style="list-style-type: none"> <li>○ The Friends were provided access to pick up their financial and Board documents, which are normally stored at the Library, the day of the shutdown.</li> <li>○ Mail is being held.</li> </ul> </li> </ul> </li> <li>2. Review Zoom / phone conferencing as a method to support the Friends (AGM, Board meetings) <ul style="list-style-type: none"> <li>● We will provide the Friends access to our paid Zoom license if needed, upon request.</li> <li>● Zoom meetings with the Board preferred to in-person, both for safety during COVID, and post-COVID, due to long travel time</li> </ul> </li> </ol>		

	<p>/ winter night driving issues with members of the Friends' Executive that reside in the MD.</p> <p>D. Approvals &amp; Communications – Library Manager vs. Board</p> <ul style="list-style-type: none"> <li>● <u>Finance and Fundraising policy Appendix C – Roles and Responsibilities Overview</u> (Board, Staff, Friends) This is being updated to reflect changes in staffing and role responsibilities. The Library Director role is no longer a shared role (Chair, Library Manager and CERC Coordinator). The Library Manager is responsible for day-to-day operations.</li> <li>● <u>Policy F4 – Donations, Sponsorship and Fundraising</u> The Board will review the current \$500 limit on programming approval by the Library Manager (including volunteer time value).</li> <li>● <u>Policy D5 – Community Use of the Facility</u> The Friends would prefer advertising in-library using posters or displays. Library space is limited; this is an Operations decision.</li> <li>● <u>Policy E6 – Library Programs</u> Will be updated to reference the Program Funding Template.</li> </ul>		
3.	<p><u>NEW BUSINESS</u></p> <p>A. <u>Gaming Funding – Use of Proceeds</u></p> <ul style="list-style-type: none"> <li>● Library 2020 Use of Funds (Jan – March) <ul style="list-style-type: none"> <li>○ J. Hockey to prepare invoicing for reimbursement.</li> </ul> </li> <li>● Board Request to redesignate AGLC Funds for Operating Support <ul style="list-style-type: none"> <li>○ During COVID-19 (March 18 – Level 2 AB-wide library reopening authorization), The Friends have advised that AGLC will allow gaming funds to be used to reimburse the Library for some operating costs, which are not normally eligible (utilities, phone, etc.).</li> <li>○ Other items requested for consideration by the Library Board may be eligible, subject to a written submission and case-by-case review.</li> </ul> </li> <li>● Proposed direct purchase details – Friends desk / file storage (Laura)</li> </ul> <p>B. <u>Advocacy</u></p> <ul style="list-style-type: none"> <li>● Open House – post-COVID – Friends would like to be involved.</li> <li>● Fundraising (Bake Sale deferred for safety; should include joint criteria for doing so &amp; coordination of same in Pandemic Plan) <ul style="list-style-type: none"> <li>○ Friends input – their preference would be a case-by-case decision by their Board, working with the Library Manager.</li> </ul> </li> <li>● Online resource promotion by Friends &amp; Board – FB posts, programs, links, etc. while we are a virtual library.</li> </ul>	<p>Tabled*</p> <p>Tabled*</p> <p>Tabled*</p>	<p>An estimate of these costs to be provided to the Friends for approval in principle.</p>
4.	<p><b>2020 Meeting Dates</b></p> <p>Determine frequency, method &amp; composition for June – December.</p> <p>* Capital Planning Committee Meeting, to include tabled items to be scheduled before next Library budget / Friends fundraising cycle (virtual preferred).</p>	<p>Tabled*</p>	
5.	<p>Meeting 1 Adjourned at 7:55 pm.</p>		

**Meeting 2: 7:45 – 8:30 PM**     Regular Board Meeting

Attendees

Lindsay Brown (Meeting Chair), Natasha Smit, Rita Boulet, Hillary Reid, Jackie Hockey (Meeting Secretary)

Regrets: Raoul Johnson, Diane Gervais

Item	Topic for discussion	Motion	Action
1.	Meeting called to order @ 8:00 pm; motion to accept agenda.	Natasha	Carried
2.	<u>OLD BUSINESS</u>  A. Motion to approve April 7, 2020 Minutes <ul style="list-style-type: none"> <li>● <u>Briefing Book 2020 – Risks and Decision Points</u> Updates due to COVID-19 included having the Chair continue the accounting role in 2020 vs. outsourcing; and deferring our annual organization meeting until September.</li> </ul> B. 2020 04 Correspondence accepted for information.	Hillary  Rita	Carried  Carried
3.	<u>NEW BUSINESS</u>  A. <u>Governance</u> <ul style="list-style-type: none"> <li>● Issue 1 – Unpaid Sick Time Require more information on possible benefits and costs.</li> <li>● Issue 2A - Emergency Response Plan Update In progress.</li> <li>● Issue 2B - Pandemic Draft Return to Work Plan In progress, Approved next steps to be reviewed with staff. Continued discussion and development at next Board meeting.</li> </ul> B. <u>Financial Items</u> <ol style="list-style-type: none"> <li>1. 2020-21 PLSB Operating grant submission deadline deferred. Budget to be updated to reflect approved appropriation funding prior to submission (due September).</li> <li>2. 2020 04 CFEP Scope Change and Extension was approved. Next purchases: Hot water tank replacement, security vinyl for windows for installation before September, plus COVID-19 public access setup costs (hand sanitizing stations, signage and decals).</li> <li>3. Board expenses and process update.               <ul style="list-style-type: none"> <li>○ For April and May, items were paid by J. Hockey via personal e-transfer (for expense reimbursement) to minimize issuing physical cheques, with vendors not set up for direct debit or as an ATB payee.</li> <li>○ Effective June 1st, Doreen will set up appointments with Natasha on Fridays at her workplace in Falher to obtain signatures on physical cheques when required.</li> </ul> </li> <li>4. Canada Summer Jobs Grant changes Motion to ratify May 4 e-Vote to amend the CSJ application from a 2 month full-time summer student to 6 month (Sept 2020 – Feb 2021) part-time student.</li> </ol>	Tabled  Tabled  Lindsay	Natasha  Jackie  Jackie  Carried
4.	2020 Meeting Dates (1 <sup>st</sup> TUESDAY of the month) <del>January 7, February 4 (cancelled), March 3, April 7 (Virtual UFN), May 5,</del> June 2, September 1, October 6, November 3, December 1.  Annual Capital Planning with Friends to be rebooked before next budget / fundraising cycle (virtual preferred).		
5.	Adjournment at 9:15 pm.		