

Falher Regional Intermunicipal Library Board Meeting Minutes

Tuesday, November 3, 2020 Virtual Meeting using Zoom
7:00 pm – 8:30 pm

www.zoom.us/join	Meeting ID: 882 8055 9334	Passcode: 236624
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Attendees

Jackie Hockey (e-Chair), Diane Gervais, James Bell, Valérie Bell, Mai Noosri-Bérubé, and Doreen Horvath (Library Manager)

Guest: Luc Levesque (MD representative in-waiting)

Regrets: Lindsay Brown, Rita Boulet, Natasha Smit, Raoul Johnson

Item	Topic for discussion	Motion	Action
1.	Meeting called to order @ 7:00 pm; motion to accept agenda.	James	Carried
2.	OLD BUSINESS		
2.A.	Approval of Minutes from Previous Meetings		
	<ul style="list-style-type: none"> - <i>Motion to approve Oct 6 Board and 2020 Organizational Meeting minutes.</i> <p><u>Business Arising from the Minutes:</u></p> <ol style="list-style-type: none"> 1. Online publication of Governance Documents: <ol style="list-style-type: none"> a. Policies (approved public policies & 2019 annual reports are now on the website for Board feedback at https://www.falherlibrary.ab.ca/About-Us/Policies-Plans-and-Reports) b. Board Overview & Minutes (sample format reviewed & recommend trailing 12 months of minutes online, with older (to 2016/3) available on request) c. Bylaws (updated Schedule E, online publication) 2. Policy updates requiring additional Board input (tabled Oct 6) <ul style="list-style-type: none"> <u>Board & Board Duties</u> B 10 Advocacy and Public Relations <u>Personnel Policies</u> C 17 Accident Reporting and WCB Coverage <u>Personnel Policies</u> Appendix A Hours of Operation Appendix B Job Descriptions Appendix C Salary Grid <u>Safety and Use of Library Facilities</u> Appendix A Site Safety 	Diane	Carried
		Tabled	
		Tabled	
3.	NEW BUSINESS		
3.A.	<u>Library Manager Update</u> (Doreen) <ol style="list-style-type: none"> 1. New hours 2. Outreach and virtual programming (CERC / Library) update 3. 6 month CERC report 4. Bandwidth recommendation 		
3.B.	<u>Board Recruitment and Advocacy</u> <ol style="list-style-type: none"> 1. Director Updates / Recruitment 2. Municipal Delegations <ol style="list-style-type: none"> a. Town of Falher Oct 13 delegation b. Town of Falher response c. Next Steps (Donnelly TBD, MDSR Dec 9) 	Tabled	

3.C.	<u>Finance</u> 1. 2020 a. Contract renewals (AMSC insurance, Cdn Linen, Board phone – motion to extend for 2 months @ max.\$50) b. November facility usage request. Motion to approve use of facility by J. Hockey at no charge, subject to cleaning! c. Christmas closure dates Close Dec 23 – Jan 4 inclusive. d. 2020/09 YTD income and expenses	Mai, 2 nd Valerie	Carried
	<i>Motion to go in-camera:</i> e. 2019 vacation time off balances carried forward f. 2020 staff variable compensation <i>Motion to end in-camera discussion.</i> 2. 2021 Budget Final Draft <i>For Board review and approval. Motion to accept.</i>	Discussion Tabled	Carried
	3. 2020/11 Capital Planning Committee Meeting with the Friends to be scheduled. Zoom meeting at night either Wed 18 / 25 – to be confirmed based on Lindsay / Natasha’s availability.		
4.	2020 Board Meeting Dates (1 st TUESDAY of the month) 7:00 – 8:30 pm via Zoom until further notice January 7, February 4 (cancelled), March 3, April 7 (Virtual UFN), May 5, June 2, September 1, October 6, November 3, December 1 <i>2021 Board Meeting Dates to be set by Dec 1st.</i>	Tabled	
5.	Adjournment at 8:35 pm		