

Falher Regional Intermunicipal Library Board Meeting Minutes

Tuesday, May 18, 2021 Virtual Meeting using Zoom
7:00 pm – 8:30 pm

Attendees

Lindsay Brown (e-Chair), Diane Gervais, James Bell, Valérie Bel, Mai Noosri-Bérubé,, Doreen Horvath (Library Manager)

Regrets: Rita Boulet, Luc Levesque

Item	Topic for discussion	Motion	Action
1.	Meeting called to order @ 7:03pm; motion to accept agenda.	James	Carried
2.	OLD BUSINESS		
2.A.	Approval of Minutes from Previous Meetings		
	<p>1. <i>Motion to approve March 16, 2021 minutes</i></p> <p>2. <u>Business Arising From the Minutes</u></p> <ul style="list-style-type: none"> a. 2020 PLSB Annual Operations report review- first part is submitted, 2nd part not out yet- need our budget for the second part- Jackie is helping Doreen out with this. b. Operations Updates / Other Items- open a few days a week, curbside on Fridays. - with shutdown we are curbside c. approval for JCL from the town of Falher- James will send approval to library. d. 	Diane	Carried
3.	<u>NEW BUSINESS</u>		
3.A.	<p><u>Library Manager Update</u> (Doreen)</p> <ul style="list-style-type: none"> 1. Making take home kits 2. Villa is going strong 3. New alarm system has been put in, cost less per month. 4. Meagan is working only on Fridays right now because kids are at home 5. needs to put together a report for PLS meeting with Municipal Advisory meeting- June 1 <p><u>Other</u></p> <ul style="list-style-type: none"> 1. FCSS request- building raised garden beds on the east side of the library. More Information- (Lindsay) FCSS info <ul style="list-style-type: none"> a. FCSS will install a rain barrel. Commit to removal of garden boxes if the garden has no interest in the future. b. They want it to be in a more central location in town, library grounds are great. c. 4 people have signed up in Falher, all have said their vegetables will be available to whomever wants them... Food Bank etc. Not for personal use, want it as a community thing. d. no cost to the library at all. e. If approved how do we do up a contract for FCSS to sign stating all of our expectations? <ul style="list-style-type: none"> - Motion to approve garden with a signed contract (to be created). 2. Board recruitment- see note from Jackie- do we need to look at our process of applying and change it? - forms on the website. <ul style="list-style-type: none"> a. main topic for the next newsletter, will also go on FB. b. Diane will contact Irene and Jacqueline 3. date for an advisory meeting with PLS and Board member- June 1@ 4pm 4. Plan of service questionnaire- 	James	Carried
		Diane 2nd James	Carried

	<ul style="list-style-type: none"> a. add questions to focus on non- members, FCSS, Town Offices, b. can the post office hand out? grocery stores c. take to the villa with book drop off <p>5. Updating website- need to take off Jackie and Nathsha as board members. Is this something Meagan does?</p> <ul style="list-style-type: none"> a. done! <p>6. Telus SmartHub- James, Telus is offering a free SmartHub that the library could sign out to people like library books etc.</p> <ul style="list-style-type: none"> a. questioned about theft and they said that they would deactivate it once notified and can track on cell towers. b. could charge for it, have a contract for borrowers c. look into using it just for students who need it to do online learning. d. James will reach out and get back to us. <p>-Motion to approve the use of a SmartHub for FREE in exchange for advertising Telus, as long as there are no costs involved to the library.</p> <p>-Motion to share the library wifi password for students to come do their work outside the library by posting the password on the library window. (James will look if the town has extra picnic tables).</p> <p>7. Library Board- recommend a book, have a recommendation by a board member then at the end of the month host a meet with community members to discuss.</p> <ul style="list-style-type: none"> - James will do June - Mai will do July - 	<p>Diane 2nd Mai</p> <p>James 2nd Mai</p>	
3.B.	<p>Finance</p> <ul style="list-style-type: none"> 1. grant information- any new grants available? <ul style="list-style-type: none"> a. not applying for grants, too overwhelmed with everything else and have extra funding from the Friends we need to use. 2. PLBS grant- what do we need to do to finish this? <ul style="list-style-type: none"> a. waiting for JCL to bring the files back b. budget and forms to sign. c. Due June 15, 2021 	James 2nd Diane	Carried
3.C.	<p>Chair 2021 Transition</p> <ul style="list-style-type: none"> 1. Board Role Transition Checklist- Secretary needed 2. Year-end review and bookkeeping handoff - Doreen met with Jackie and JCL- update? see update from Jackie <ul style="list-style-type: none"> o done 		
3.D.	<p><u>2021 Board Correspondence</u></p> <ul style="list-style-type: none"> - Doreen needs a board member to join her for a meeting with McLennan library and PLS-Diane has offered- June 1. board approval needed to have Diane join. - survey from l'ACFA- who fills this in? <ul style="list-style-type: none"> - Doreen will fill in and post on FB - Operating Grant Webinar for Boards (Public Library Operating Grant and the application process) Wednesday, May 26 – 6:30 – 8:00 pm (link to webinar)- is anyone interested in attending (able to)? <ul style="list-style-type: none"> - possibly James 	Mai 2nd Val	Carried

4.	<p>Next Board Meeting: Tuesday, June 15, 2021</p> <p><u>Subsequent meeting dates to be confirmed.</u></p> <p>2021 Board Meeting Dates (3rd TUESDAY of the month) - Sept 21... 7:00 – 8:30 pm via Zoom until further notice</p> <p><i>The Board must convene a <u>minimum</u> of three times per year per the Libraries Act; recommendations to meet key deliverable dates are highlighted in green on item 4 attachment.</i></p> <p><i>"Meetings 33(1) A board shall meet at least once every 4 months and at any other times it considers necessary." Per the AB Libraries Act, Part 5.</i></p>		
5.	Adjournment at 8:03pm		