Castlegar & District Public Library

Your place in the community to explore, create and share information and ideas

Regular Board Meeting Minutes
December 9th 7:00pm
Zoom Meeting

Present: Dan Rye, Jesse Ellis, Kimberly Partanen, Kim Pham, Nova MacDougall, Sarah Byers, Terry Gerling, Terry Vickers, Leeza Perehudoff, Wendy Hurst
Regrets: Jill Seaborn
Chair: Jayme Jones Recording Secretary: Sarah Brownlee

Leeza Perehudoff Acknowledged unceded territory:

We would like to begin by acknowledging that the land on which we gather is the traditional unceded territory of the Ktunaxa, Syilx (Okanagan), and Sinixt Peoples.

Roundtable Check-In

1. Approval of the Agenda Wendy moved Kim seconded
2. Approval of the Minutes Nova moved and Dan seconded

3. Librarian's Report – Kim, Jayme, and Sarah presented to City Council about funding/budget and the Library. There were questions about the reserved fund and what is in the fund as well as the historical decisions that were made for the money. We have a new library page. The Giving Tree is filling up, Food for Fines is not as active as it was in previous years. Programs have full slate along with virtual story time. New leak in roof from 3 weeks ago. No further discussion on the front steps. More to come with building report.

4. Correspondence – Patron suggested Idle free zone outside of the library where people idle for Wi-Fi use. Kim to email Dan with request.

5. Committee Reports
    a. Finance (Feb/May/Sept/Nov) Leeza is the Chair of Finance Committee as she is Treasurer.
    b. Personnel-In Camera
    Leeza motioned to give staff appreciation gift cards to all of the staff in lieu of cancelled holiday celebrations seconded by Nova
    c. Friends of the Library – Nothing to Report
    d. Kootenay Library Federation – Kim reported that Julie and Laura participated with a KLF presentation, presenting interlibrary loan best practices.
    e. Policy – Nothing to report
    f. Building – New roof for the spring is in the budget! Civic works is looking at the front steps and will be getting back to us with that. Request for new flooring to be put in the City Budget for next year, nothing is on the works now. If a safety issue it will be.

6. New business
   a. Update of Worksafe BC Plan: Mandatory masks and daily health check in with staff. Laura Z is making new signage today to post with diagrams to show how to properly wear a mask.
   b. Holiday hours – Regular Holiday Hours this year. Dan suggested to keep the numbers this year so we have them moving forward in 2021.
   c. Fundraising – Terry V. opened the floor for fundraising ideas, not mandate of board but can be done through FOL.
   d. Reserve Fund –Discussion about Reserve Fund during Library presentation to City Council. Council would like to know if money can be used for operations or if it is for specific projects. Chair noted past board intention for funds. Reserve funds as Grant Thornton explained in 2019 audit are indeed special project reserves for the improvement of the library. Reserves are usually the lump fund to leverage other groups to raise funds for special projects such as renovations. Discussion about Library funded renovation of a City Building. Building ownership and responsibility must be noted. Bookkeeper and City CFO to discuss reserve fund.

7. Old business
   a. 2021 Draft Budget fines and photocopier revenue needed to be adjusted (were adjusted fines by $1500). Magazine subscriptions goes through one hub and the cost is down since March 17th due to no new print newspapers in the library. Bump in the cleaning due to masks, hand sanitizer and other Covid items. Wendy motion to accept the budget as presented, seconded by Jesse.

8. Strategic Plan Check-In – CDPL Strat Plan document in Dec. Package. Chairs were ordered (FOL paid for). Chairs that arrived were unsatisfactory. Kim processed a return on them and will buy other ones of better quality.

Roundtable Checkout adjourned

Next regular meeting: January 13, 2021