



## Board Meeting 18 March 2020 Minutes

**Present:** Cari Lynn Gawletz, Mary Kierans, David Rostek, Michelle Boyd, Ralph Russell, Cheryl Ahrens, William Pritchard

**Regrets:** Chris Jonat, Katie Mitchell

**Call to order: 12:13PM**

**Acceptance of Agenda (Michelle, Cheryl - carried)**

*Minutes:* 15 January 2020 minutes

*Correspondence* **Letter from Grand Forks Farmers Market**

**Delegations / Announcements**

### Reports

1. Financial Report (attached) **(David, Ralph - carried)**  
**Motion: That the DRAFT Financial Statements for the 2019 reporting period have been reviewed by the Finance Committee and as no issues or concerns have been put forward, that the Board approve the DRAFT Financial Statements for submission to the Accountants to be finalized for the AGM. (David, Ralph - carried)**
2. Librarian's Report (attached) **(Michelle, Cheryl - carried)**
3. Kootenay Library Federation (KLF) Report
4. Friends of the Library Report
5. BC Library Trustees Association (BCLTA) Report

### Old Business

1. **Strategic Plan Draft Survey**

**Cari presented a draft of a customer satisfaction survey that will help us with Strategic Planning. The Board suggested one amendment to add a check box for people who don't use the library. Cari will launch the survey online soon.**

### New Business

1. **Change to bylaws**

**Motion: to present the following Bylaws amendment at the Annual General meeting for the membership to vote on. In Article 8 Section 1, to strike "from the floor of the AGM" and in its place add "at a" to read: "Nominations for election to the Board shall be made at a special meeting by the chair of the nominating committee, or by members in good standing." (David, Michelle - carried)**

**The AGM has been postponed indefinitely. We will reschedule when health authorities advise it is safe to do so.**

2. **Health & Safety**

**Cari scheduled a Health & Safety committee meeting with the Public Health Nurse for Tuesday, but as the library has closed due to COVID-19 concerns, the meeting was cancelled. Cari will follow cues from the RDKB and other BC libraries for reopening.**

### **3. Donations Fund Projects**

#### **a. Staff lockers \$1450**

Cari would like to purchase lockers to put in the staff area for employees to store valuables in while they are at work, and that regular employees may use to leave their things in overnight or longer. These will be installed near the staff washrooms, and the bookshelf there will be moved.

Motion: to authorise the purchase of up to \$1450 for the purchase of a staff locker unit. (Cheryl, Michelle - carried)

#### **b. Reading area upgrades - Cari presented an idea for an upgrade to the meeting room area. She has not yet received the estimate for this project, so no further action was required.**

#### **c. Meeting Room Upgrades - Cari presented an idea for an upgrade to the meeting room. Part of the upgrade includes the purchase of a Smart Board, for which she will be applying to the Phoenix Foundation for this month. Estimates are not yet in for all aspects of this project, so no further action was required.**

### **4. Board Vacancy**

Motion: to appoint Brendan Wheaton to the Board immediately. (Cheryl, Michelle - carried)

Note: Brendan will be required to run for election at the next AGM to comply with the Library Act.

**Adjournment 1:20**