



Board Meeting 24 August 2020 Minutes

Present: Cari Lynn Gawletz, Mary Kierans, Cheryl Ahrens, Katie Mitchell, William Pritchard, Ralph Russell, Chris Jonat

Regrets: Michelle Boyd, Brendan Wheaton

Call to order: 10:08AM

Acceptance of Agenda (Cheryl, Katie - carried)

Minutes 22 July minutes (Katie, William - carried)

Correspondence

Delegations / Announcements

Reports

1. Financial Report (attached) (Katie, William - carried)
2. Librarian's Report (attached) (Katie, William - carried)
3. Kootenay Library Federation (KLF) Report
4. Friends of the Library Report **AGM will be on September 19. Time TBA.**
5. BC Library Trustees Association (BCLTA) Report **Cari and Mary will attend a seminar on transitioning from PLA to municipal library in October and will report back to the Board.**

Old Business

1. Strategic Planning

Mary suggested that we shift our process from the creation of a lengthy, long-term Strategic Plan to two shorter term Strategic Goals. The Strategic Planning Committee will bring ideas of how to move ahead with this idea in coming months.

New Business

1. Janitorial Services

New COVID-19 prevention guidelines for public libraries have been provided to us by the BC Centre for Disease Control. One of the things flagged in these guidelines is the necessity of having the building fully cleaned each day. Currently, our janitors only come three times per week.

Motion: to increase the janitorial service for the library to 5 days per week at a total increased cost of \$3400 for the remainder of the year. The Board will revisit this decision at the end of 2020. (Chris, William - carried)

2. Idea Lab

Cari presented a budget and plan to move forward with the Idea Lab proposed at last meeting (see attached).

Motion: to move forward with the renovation of the computer lab to an Idea Lab with a budget of \$12,240. (Katie, William - carried)

Motion: to use the Digital Initiatives Grant toward the planned technological infrastructure upgrades including the purchase of the SMART Board for \$5974 and a laptop for use in the Idea Lab. (Cheryl, William - carried)

3. Personnel Updates

Fiona Clement is taking a leave of at least 6 months. Kelly Davison has accepted Fiona's position, and Kelly's position is currently posted. Cari expects to fill all positions expected to open in the near future with internal candidates.

Adjournment 11:03

NEXT MEETING - September 21, 2020 10:00AM.

Idea Lab Proposal

Proposal - to convert the now empty computer lab area to an enclosed multi use space.

Budget

Item	Cost
Sliding Glass Door	\$6,000
Drywall and paint	\$1,600
Flip top work tables (2)	\$1,500
Chairs (5)	\$500
Sound Absorbing Panels	\$1,200
White Board	\$50
Changes to internet cables in room	\$300
Laptop for use in room	\$1,090
Total	\$12,240

Total grant amount

\$12,240

