



Board Meeting  
22 February 2021

## Minutes

**Call to order:** (9:04 AM)

**Present:** Mary Kierans, Michelle Boyd, Chris Jonat, Will Pritchard, Brendan Wheaton, Cheryl Ahrens, Katie Mitchell, Cari Lynn Gawletz

**Regrets:** Ralph Russell

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

*Minutes* 18 January 2021 (Will, Brendan - carried)

*Correspondence*

**Delegations / Announcements**

**Reports**

1. Financial Report (attached) (Cheryl, Michelle - carried)
2. Librarian's Report (attached) (Michelle, Brendan - carried)
3. Kootenay Library Federation (KLF) Report
4. Friends of the Library Report
5. BC Library Trustees Association (BCLTA) Report

**Old Business**

**1. Policies**

**a. Motion: to adopt the following modifications to the Policy Manual. (Michelle, Will - carried)**

Equipment Lending Policy

Who can borrow

Before you may borrow equipment, you need an Adult library card in good standing (i.e. outstanding charges less than \$10.00), and you will need to have been a library member for at least three months. Children who wish to borrow items must do so with the permission of an adult who will let them use their card and accept full financial responsibility for the items borrowed.

**\*\*Note that technology is not available for loan to OneCard and Temporary cardholders.**

Borrowing rules

- Equipment may only be borrowed while the library is open and must be used in the building.
- Equipment should not be left unattended.
- You may only place a hold on an item if it is being used in conjunction with an Idea Lab booking.
- Equipment must be returned in person to a staff member at the service desk during regular library hours, and may not be returned through the book return chute.
- Equipment may not leave the building at any time. If you remove equipment from the building, you will lose equipment borrowing privileges.
- Borrowers assume complete financial responsibility for borrowed equipment and will reimburse the Grand Forks & District Public Library for the repair or

replacement cost of lost or damaged equipment. Equipment will remain signed out in the borrower's name until it has been checked in to ensure that all parts have been returned with their bag or box and no damage has occurred.

- Library borrowing and computer privileges may be suspended until repair or replacement costs are paid.
- Repair costs billed to patrons will be the actual cost of repair plus a \$5 processing fee.
- It is the responsibility of the borrower to save content produced using the library's equipment before returning the equipment. Devices will be erased upon return.
- Exceptions to borrowing terms may be granted by the Library Director.

#### 9.7

##### Idea Lab

- The Idea Lab is available to use on a scheduled or drop-in basis while the Library is open.
- There is no charge for use of the Idea Lab.
- Up to four people may be in the room at one time.
- As a safety precaution, the Idea Lab door must be left unlocked, but it may be closed if desired.
- To ensure access to all of our patrons, Idea Lab bookings may be made up to one month in advance.
- Room bookings take precedence over drop-ins. Anyone using the room near the time a booking is supposed to begin must vacate the room.
- As a safety precaution and to ensure the protection of Library property, Idea Lab users must follow any directions of staff.
- The Library Director may revoke Idea Lab access at his/her discretion.

#### 9.4

##### Meeting Room

- The meeting room is available for use on a rental basis.
- The Library Director reserves the right to refuse or cancel bookings. If cancellation is made by the Library, payment will be refunded.
- Individuals or groups wishing to use the meeting room must sign the Library's Rental Agreement. (Appendix G)
- Should extra janitorial hours be required due to a group's use of the room, the group will be charged accordingly.
- Groups will be charged for any damage or loss of Library property that occurs during the rental or due to failure to securely lock the doors upon leaving.
- Meetings, events, programs or activities that might disturb regular Library operations are not permitted. If a meeting or event in progress does disturb regular library operations, the Library reserves the right to immediately terminate the meeting or event.
- For groups and rates, see Appendix F.
- If a group cancels a booking without seventy-two (72) hours notice, the same rates noted in Appendix F will be charged
- Any group's use of the meeting rooms does not constitute the Library's endorsement of that group's policies or beliefs.
- The Grand Forks & District Public Library accepts no responsibility for the loss of personal property of any meeting room user or group.

The logo features a central sunburst design with blue and green rays. The text "GRAND FORKS & DISTRICT" is in green and "PUBLIC LIBRARY" is in dark blue.

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PUBLIC LIBRARY**

- The Library Director may waive or reduce the meeting room rates from Appendix F at their discretion.

Appendix F

Group Type	Less than 4 hours	4 to 8 hours
Government/Business/For-profit	\$50	\$75
Political/Trade Union/Commercial/ Religious/Clubs/Societies	\$25	\$40
Not-for-Profit Charities/Self- Help/Volunteer/Children & Youth	\$10	\$15



### Equipment Loan Agreement

I hereby agree to the following terms and conditions when borrowing equipment from the Grand Forks & District Public Library. This agreement is valid until the item(s) listed below are returned in good condition, at which time it will be shredded.

Equipment Borrowed (as written on label):

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_

Equipment Condition:  
(staff initials)

The equipment is in good working condition.

Damages & Content:  
(patron initials)

- The equipment will be reset upon return; all content will be erased and no longer available to me.
- I am responsible for reporting any damages or equipment malfunctions immediately.
- I am responsible for all damages due to accident, neglect, abuse, or loss once this item has been checked out. In the event of damage or loss, full replacement value and/or all costs associated with repair or replacement of the equipment loaned will be billed to me.

Use:

- I agree to return the equipment to the Circulation Desk no later than the closing time today.
- I understand that equipment is for in-library use only. I will not leave the building with the equipment or leave it unattended in the library.
- I understand that if this equipment is stolen or damaged, I will be charged repair or replacement fees up to the full replacement cost of the item.

Fees for Collection:  
(patron initials)

I authorize full replacement costs to be charged to me.

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I understand the above and will accept any charges incurred.

I certify that I have read and accept my responsibility related to the loan of this equipment. I agree to adhere to the guidelines and policies. I understand that I personally am responsible for this equipment and may not loan it to a third party. I assume responsibility for all risk of loss or damage to the equipment.

\_\_\_\_\_  
Library card number

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

FOR STAFF USE: VALID ID CHECKED (STAFF INITIALS)	
<input type="checkbox"/>	Driver's License
<input type="checkbox"/>	BC Services Card
<input type="checkbox"/>	Passport
<input type="checkbox"/>	Other Government ID _____
User Date Created: _____	



**New Business**

**1. Recreation Commission**

Cheryl has been asked by the Grand Forks Recreation Commission to be the library's representative on their Board.

Motion: to approve Cheryl Ahrens as the library representation on the Grand Forks Recreation Commission. (Katie, Will - carried (Cheryl Ahrens abstains))

**2. Signs**

**a. Exterior Signs**

Motion: To engage Alpine Signs to install new exterior signs as presented for up to \$4500 from the Donations Fund, pending approval of City Council. (Cheryl, Will - carried)

**b. Bike Rack**

Motion: To engage WD Sheetmetal to fabricate new "LIBRARY" bike rack for up to \$1500 from the Donations Fund, pending approval and in-kind support from City Council. (Katie, Will - carried)

**3. Network Rebuild**

The Library has been approved for a grant of \$1500 from the BC Libraries Cooperative to be used towards rebuilding the library's internal network, which has been problematic for many years.

Motion: To engage Columbia Business Computers to rebuild the Library's internal network for up to \$6500, \$1500 from the BC Libraries Co-op grant and \$5000 from the Donations Fund. (Brendan, Will - carried)

**4. Library Branch Annual Report**

Cari presented our annual Grants Report to the Board for information. She will be submitting the report after this meeting.

Motion: to receive the report and to thank Cari for the quality of the report. (Will, Cheryl - carried)

**5. Recruitment**

We will have two empty seats available for election to the Board at the April AGM. Board members were asked to consider who they might ask to be nominated for our Board.

**Adjournment 10:12AM**

**Next Meeting: March 22, 2021 9:00AM**