

# Nakusp Public Library Regular Board Meeting

November 12, 2020

Minutes

**Present via Zoom:** Paula Rogers, Claire Paradis, Susan Rogers, Jerry Van Immerzeel, Shori Smith, Elaine Rogers, Terry Welsh, Karen McMillan, Deborah Austin (joined 10:24)

**Regrets:** Barbara MacPherson, Susan DeSandoli

**Call to Order:** 10:00 am

**Minutes of:** October 8, 2020. Motion to adopt: Jerry, Shori

## Reports:

**Librarian's Report** sent separately

Some additions and highlights:

- Claire and Melissa are exploring TikTok as a way to engage the younger population;
- COVID update: more cleaning, masking, patrons being good; we have two well-cleaned public computers available; getting new staff computers; updating modems, increasing speed
- Linda H. will get a list of Library magazines needed from library staff and begin asking local businesses to sponsor subscriptions.

**Financial Report:** sent separately

Motion to adopt both reports: Linda, Terry.

## Committee Reports:

### **Centennial Building Committee Meeting**

- A few members of the Centennial Committee, along with Robert Inwood, went to the **October 13, 2020 Village Council** meeting at the Arena to present the Milk Wagon's new rehousing design. In the Minutes from this meeting, they state: *"Centennial Building Committee – Milk Wagon: Paula Rogers, Marilyn Taylor and Rob Wood presented plans(s) for milk wagon building design guidelines 2000 for Nakusp."* Paula asked Susan DeSandoli to make a correction of Robert Inwood's name and to find out what 'guidelines 2000 for Nakusp' refers. Paula also asked Susan to find out if the Village Council approved the new design. We need to know so we can move forward to the next phase of its funding and construction.
  - Village Council revised the minutes to correct Robert Inwood's name.
  - Village Council have created a Public Arts Committee, which could become involved with this the Milk Wagon's relocation.
  - We have until December 2021 to allocate the CBT Heritage funds
- Claire, Cathy Bone and Melissa Koftinoff met with Jennifer Dunkerson October 10, 2020 about potential grants for an extension to the Centennial Building. She mentioned that there is funding to get a professional appraisal done, and said she would forward that info on to Melissa.
  - Jennifer has since been in touch; she is looking for funding to get a professional appraisal done. She will provide a list of potential appraisers.

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- **Centennial Building Safety Plan:** *See under 'Safety' item 3.*

### Financial Committee

- **Proposed 2021 Budget** was created by Claire, Susan and Elaine and needs to be reviewed and approved. *Budget sent separately.*
  - Our request for a 3% annual increase has been approved by the RDCK and the Village; the increase must be applied for each year
- **In camera** discussion of Proposed 2021 Budget's 'wages':  
**MOTION: to approve the following wages for the 2021 Budget  
Melissa, \$17; Sandy \$18; Claire and Susan each increase \$1/hour  
Linda/Jerry. Approved**

### Friends of the Library

- The committee will schedule a meeting in early 2021.

### Fundraising Committee

- Committee meeting scheduled for November 16, 2020, 10am via Zoom

### Governance Committee

- Elaine Rogers has agreed to become an official Nakusp Library Trustee, as well as our Bookkeeper and Treasurer. Welcome as a new Trustee! We now have a full board of nine Trustees.
  - **New Trustees in the last year:** Terry Welsh, Elaine Rogers, Deborah Austin and Shori Smith will need an updated Trustee binder (if they haven't already been provided with one).
  - In addition, as part of our board's policy, we welcome new trustees to take an informational tour of the Library with the Library Director. Each new trustee can set this up with Claire, at both your convenience. It's probably a good idea for long-time trustees to do this as a refresher as well!

### Kootenay Library Federation

- Shori plans to attend the KLF board meeting in Nelson on April 24, 2021. Attending a workshop Wednesday on Privacy Principles; will report next meeting.

### Personnel Committee

- **New Library Employee:** Melissa Koftinoff, who worked at our library before, started her present position at our Library on October 5, 2020. She will mainly work on programming, social media communications for the next six months. Welcome Melissa and thank you for doing such a marvelous job on Facebook and Instagram!

### Policy/Constitution Committee

- New Printing and Photocopying Policy needs approval. *Sent separately.*  
Motion to approve: Shori/Terry. Approved

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### Public Relations/Advocacy

- The Strategic Plan Committee will be discussing new strategies in Public Relations and Advocacy as part of our review. The committee will present this updated version to the board once the 2018-2023 Strategic Plan review is complete.

### Safety Committee

#### Physical Material Access during COVID-19:

- *Phase 2 – Restoration of Services Plan continues:* COVID update: We now have public computers available for people during our open hours – now Tuesday, Thursday and Saturday 12-4. People have been very good about sanitizing their hands and keeping a good distance apart. They have also gotten used to helping the circulation staff scan and stamp the books under COVID protocols. We have had a few people use the space for up to an hour, but we keep them far away, and sanitize after they have left. We are continuing a 72-hour quarantine for books returned locally, but the staff have decided that the quarantine is not necessary for books arriving in the mail as they have been in transit for at least two days

#### Lattice for under the front steps of the Library

- Measurements have been taken; suggestion to ask Home Hardware Building Centre to donate some supplies
- It would be good to have a more permanent closure for the area but, with winter coming, it's important to have something in place as soon as possible.

#### Safety Plan

- According to Fire Chief, there should be one coordinated safety plan for the building
- Claire created "*Emergency Exit and Procedures if on the Library Premises*", sent separately. (*This needs to be put into our policy manual*)

### Strategic Planning Committee

- Meetings were held October 23<sup>rd</sup> 10 am at the Library and November 10, 2020 via Zoom. Barbara, Paula, Claire and Terry attended. The committee is systemically going through the plan reviewing and updating actions and achievements. We will need to schedule more meetings.

### Walton Bequest Committee

#### Centennial Beautification Committee

- Some cleanup has been done around the building

### Old Business:

#### BCTLA November Newsletter points of interest

- Workshop coming up on Library Advocacy
- Trustee Orientation Checklist

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## **New Business:**

**New Trustees and Staff List as of November 2020** *Sent separately*

- Please check for accuracy

**AGM date**

- Set for Thursday January 28, 2021

**Next Meeting Date: AGM; January 28, 2021; 10:00am via Zoom unless otherwise notified**

**Motion to Adjourn:** Linda

**Meeting Adjourned: 11:00am**

Respectfully Submitted:

Karen McMillan