

Nakusp Public Library Regular Board Meeting
January 13, 2022 – MINUTES

Mission Statement: The Mission of the Nakusp Public Library is to provide quality materials, resources, programs and services, which help fulfill the educational, informational, cultural and recreational needs of the community in an environment that is attractive, respectful, non-judgmental, and welcoming.

Regrets: Barbara MacPherson

Call Meeting to order: 10:01 am

Accept Minutes of **November 11, 2021** Meeting Jerry/Linda

Reports:

Librarian's Report: Discussion in lieu of report:

- Two large and two small Hepa air purifiers have been received; one more will be purchased for the lounge
- Staff are using N-95 masks- more patrons are coming into the library not wearing masks; staff reminds them of the policy and offers a mask. It is stressful for staff to have these confrontations.
- Claire is applying for 'employment' grants
- Volunteers are slowly returning at their comfort level during business hours- due to the small area of the circulation desk area it is 'tricky' to have extra bodies working at the same time
- It is a very busy time for Claire, with many reports due at this time of year

Financial Report: Report sent separately for Board review. Elaine indicated that December was a slow month and there would be no cause for concern re: the budget.

Committee Reports:

Centennial Building Committee: Centennial Building Committee met December 14, 2021 – Minutes sent separately

- **Highlights related to the library:**

- i. At the Centennial Building Committee meeting yesterday, Don Kirk, from the Arrow Lakes Historical Society, had a question that involves the CB Health and Safety committee's input. He thinks it would be a good idea to purchase an E-Vac Chair for the library and archives to share in case of an emergency. After board discussion; with less than a positive overwhelming response, we've decided it isn't necessary to pursue this purchase. We would let the professionals-paramedics handle any situation that may require this type of equipment.
- ii. **Defibrillator AED:** We are still working on contacting someone to get the cost on the pad replacement to submit to the AL Healthcare Auxiliary. We are also looking at a second unit in the museum and with better signs and training for the representatives of each group in the building. The Museum board members will discuss having the second unit and the process to do this in the museum.
- iii. **Milk Wagon Update:** The concrete foundation is complete. We are waiting for the restoration details and working design with budget to be completed by Bob Inwood. It is suggested to lower the roof pitch and change the angle so we will see more of the building. The milk wagon is still in the Museum and the restoration will start in January. Once the building design is complete, we can put out bids for the project to be complete. We- Nakusp Public Library may initiate the bid process, though ultimately the Archives have a contractual obligation for the outcome and process for bidding as contract holders.

The final deadline is at the end of March. If the project goes over budget, we will discuss possible additional funding from a grant.

Paula will reach out to Marilyn Taylor (Archives) to discuss further and solidify the next steps re: milk wagon structure.

Financial Committee:

- A letter was sent to the Village of Nakusp and the Regional District requesting an annual increase of at least 3%. We are grateful and delighted to report the Village and Regional District agreed to an annual 3% increase of our annual funding. See attached letters.
 - Waiting to receive a response from RDCK
 - We are aware we may need to reapply to the Village in 2024 for the increase
- **2nd Draft of 2022 Budget** - approved by majority of trustees via email Dec. 18/21.

Friends of the Library: Barb has agreed to continue working closely with the FOLs until a replacement Coordinator is found.

Fund Raising Committee: Sales from the Christmas items at the front desk were quite meagre. It is noted that next year more energy will be put into marketing for the Christmas season.

Governance Committee:

- **Farewell gift (Ancestry Professional - gift certificate) was given to Barbara MacPherson on Tuesday, January 11, 2022** by trustee representative Paula Rogers, and Staff/Volunteer representatives Claire Paradis, Evelyn Goodell and Susan Rogers to honour her dedication of over fourteen years as a library trustee. Barbara was not only an exemplary trustee who deftly helped create policies, strategic plans, fund raisings, editorial skills, and coordinated the Friends of the Library. In addition, she left an amazing legacy to our community through her love of literature and poetry by organizing literary events: *Writers Coffee Houses, Poetry Night, and Books that Make a Difference*. She also donated her time to help others understand their ancestry with monthly Ancestry Group meetings, as well as passed along her deep understanding of herbalism through community Edible Plant Walks. She gave her *all* to our library with her wonderful talents, skills, warmth and humour and will be greatly missed. We are grateful she will continue to volunteer as the Friends of the Library Coordinator until another FOL can be trained.
 - We will have a plaque made in honour of Barb MacPherson's immense contributions over her 16 years with the library. It will be placed in the Poetry section of the library.

Kootenay Library Federation: Shori has no update from the KLF. It's been quiet from her position as KLF Rep. Terry Welsh reports that it is quiet, January meeting was cancelled. He also reported that the KLF is working on their strategic plan and specifically with a consultant from CBT regarding their board recruitment strategy and communication strategy.

Maintenance Committee:

- **Library Sign.** Eric Bobicki will complete this when Village staff have time.
- **Roof Repair** – the Village will inspect the roof in the spring
- Claire added: a circuit was blown/tripped. Richard Cann (Village Staff) showed up to help access the electrical room. He was unaware of how to access the space on the exterior of the building. In the future it will be accessed from the space between the School District office and the library. We will need to keep it shoveled out moving forward. Richard suggested installing a gate at the front of the building to close off the space to the public. Is this a Village responsibility as owners of the property? Jamie shared that when it is cold outside electrical panels may not work as efficiently as in warm temps- tripping the circuits may happen more frequently/easily. We are unsure if the electrical room is heated. Is this also a Village responsibility?
 - Deborah will ensure this information (electrical room/panel location) included in Nakusp Public Library’s safety/evacuation plan.

Policy/Constitution Committee: No

Personnel Committee: No

Public Relations/Advocacy Committee: No

Safety:

1. **Physical Material Access during COVID-19:** *Phase 2 – Restoration of Services Plan continues: the following update was put on Facebook - Covid update:* in response to the number of cases in Nakusp and New Denver, we are remaining open for browsing, and masks are required as usual.
 1. Letter from Evelyn Goodell December 21,2021 and the Library Chair’s response letter sent December 22, 2021. Resolved...email from Evelyn Thank you very much for your prompt and thorough reply, Paula. I am now satisfied that the staff and board have researched the situation and acted after study and consideration. I feel at peace with the policy as it stands. Again, I appreciate your kind attitude toward my letter. And thanks again for everything you all do for the library. See attached letters. Evelyn is comfortable with the outcome of this situation. No further action is required.

Discussion regarding Covid & staff illness: Linda asked what would happen if NPL was closed for two weeks due to Covid outbreak? Claire has included the 5 days of ‘sick pay’ for full time staff into the budget; pro-rated for less than FT staff as per provincial regulations. If NPL had to close for two weeks we would have a meeting to discuss further and sort out details on how to proceed. Noted that this policy requires updating.

2. A letter was sent to the Village regarding snow removal, specifically to make sure the parking spaces in the parking lot are not filled with plowed snow. Susan DeSandoli said, at the Centennial Building Committee meeting, she’d mention it to the appropriate person as well.

Strategic Planning Committee: Nothing to report. A meeting will need to be organized to begin the review process for 2022.

Walton Bequest Committee:

1. **Garden Sub Committee:** Gardens and yard maintenance – Melissa Koftinoff hired a company from Hills to do clean up and planting in the Spring and Fall time for the museum. Melissa K will share this contact information with the Library and Archives. Ray Nikkel Designs will continue the maintenance on the shrubs and perennials only. Sharon Staratt offered her gardening services. There would be a change in the rate of pay, \$27 to \$35/hr. Revisit in the Spring.

Old Business:

1. **Monika Mah's memorial bench** – Stall in the project due to illness & supply chain disruption. Hopeful for a Spring installment.

New Business:

1. **AGM Date:** In the November Minutes the **AGM** date is on February 17th, the third Thursday. Some may not be able to make this date. **Discussion:** No issue for all board members with the 2nd Thursday: **February 10th.**
2. **Advertising for 2022 as the Centennial Building** – The Museum suggested to advertise together, Museum, Library and Archives. Paula Rogers will discuss with the library board in January. Marilyn Taylor will discuss with the Archives board in January. Both will respond if they want to advertise as the Centennial Building. **Discussion:** We can share advertising if it is relevant to all parties of the Centennial Building. Nakusp Public Library will maintain its own advertising when it is only related to NPL business.
3. **Visitors Center** – Susan DeSandoli asked if the Chamber of Commerce dropped the Visitors Center, would any group find the building useful. This is only a hypothetical question and is up for discussion. Susan reported that the Chamber is continuing to use the space- actively hiring for the upcoming season.
4. **Light in Centennial Building Parking Lot:** The Museum would like to ask the Village to add a light on the outside of the building by the parking lot. This is a safety concern because it is very dark. Melissa Koftinoff will generate a letter to the Village with this request. **Discussion:** Linda suggested we approach Hydro to help with erecting a light at the side of the building to light up the vehicle charging stations. Terry suggested we could possibly look at solar panels to operate the lights. Linda will investigate further.

Adjourned: 11:04 am

Next Meeting Date: AGM will take place February 10, 2022 10 am with regular board meeting to follow Via Zoom (unless otherwise notified)