

**Nakusp Public Library Regular Board Meeting**  
**October 14, 2021 – 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:**

Call Meeting to order: 10:00 am

Accept Minutes of September 9, 2021 meeting, accepted: Jerry, Shori

**Reports:**

**Librarian's Report:** *Report sent separately.* Accepted: Jerry, Shori

**Financial Report:** *Report sent separately.* Accepted: Terry, Barb.

**Committee Reports:**

**Centennial Building Committee:** met September 14, 2021 via Zoom. *Notes from that meeting and other information sent separately.*

- **Defibrillator:** it has been very difficult and frustrating to get through the supply company. We need to replace the pads for the current machine. There is no phone number for the company, only email to which we are not getting a response. Deborah may have contact information for Claire.

▪

**Financial Committee:**

- **Sub-Committee meeting: Walton Bequest Sub-Committee** (Claire Paradis, Elaine Rogers, Paula Rogers and Terry Welsh) met via Zoom September 15, 2021 met to discuss and make recommendations to the board as to what to do with first and the rest of the Walton Bequest. *Notes will be sent separately for board perusal and discussion.*
  - MOTION: The Nakusp Library board approves \$40,000 of the \$140,000 of the Walton bequest be left in the library's chequing account. Linda/Deborah.**
  - The board also approves \$100,000 of the \$140,000 be put into 1-year redeemable term deposit. [Note: the board approved Term 66, worth \$75,000, be rolled into the \$100,000 redeemable term deposit at the September 9, 2021 board meeting.]
  - ***Gifts and Donations*** policy was drafted for discussion and approval. See in the Policy/Constitution Committee section on Page 2.
- **NPL Insurance Coverage:** Jamie D has been making inquires and researching into volunteer workers insurance coverage under WorkSafeBC. He also reviewed the libraries lease agreement with the Village as it pertains to liability and insurance and contacted the Village with some questions and is waiting to hear from Mark Tennant. Revision required to reflect the Village as the "Co-Insurer".

**Friends of the Library:** Barbara MacPherson's FOL Coordinator's report:

- Thank you's were sent to the FOLs for their help during the book sale and also requests for help in transporting the leftover books to the landfill or Value Village.
- During a meeting with Claire, Barbara, Jamie and Ida about ideas for the next book sale and leftover books, it was decided that Ida & Barbara will take over the job of periodic weeding of library books, coming in every second week- Ida will categorize and deal with the discards.
- Volunteer Appreciation Tea? Discussion concluded that we will *not* host a tea at this time. Revisit the idea for the Spring 2022. It was suggested we could purchase a poinsettia from the annual high school fundraiser to give to each of the volunteers.

**Fund Raising Committee:**

- **Annual Book Sale** was rescheduled for September 25, 2021. It was a great success with twelve new volunteers, lovely weather and a very well-organized book sale by Claire and staff. We earned approximately \$2000.
  - Discussion regarding Claire's requests for next year's event:
    - Orientation booklet for new volunteers outlining expectations on the event day,
    - Adhering to the policy of accepting donated items.
  - Leftover books from the sale need to be disposed of. Landfill let us know we are not allowed to "recycle/dump" books. Barb and Shori volunteered to take boxes of books to Value Village (Okanagan). Confirmation received that Value Village will accept donated books.

**Governance Committee:**

There is a need to create two new committees or sub-committees:

- **"Garden Committee"** (a subcommittee of Walton Bequest): this sub-committee will work with Claire to create preliminary plans, acquire bulbs and "pretty up" the gardens at the front of the building. Paula, Susan D., offered to help. (Susan Rogers may be available)
- Building and **"Maintenance Committee"** (subcommittee under Safety):
  - Jamie D and Terry W. have volunteered to be part of this committee. The primary objective of the "Maintenance Committee" is to perform internal building inspections ie) status of window sills, stairs, etc. If there is needed repair, this sub-committee will deal with the contractors to ensure the repair is complete.
  - The Village remains responsible as the Landlords of the building- ie) roof repair
  - *Discussion regarding our (NPL) responsibility towards any roof repairs. Do we need to look at grants to assist with this type of maintenance?*

- A maintenance checklist will be created.
- Other items that require attention:
  - Insulated box for the AC unit- Spring 2022
  - Under the exterior stairs at the front of the building need to be painted
- Barb MacPherson will be stepping down from the board: February 2022. The Board will need to replace the Vice Chair position. If anyone is interested in this position, please email Paula Rogers.

**Kootenay Library Federation:** Terry Welsh participated in the September 25<sup>th</sup> KLF meeting. Terry volunteered to be the Treasurer of the KLF. Terry enjoyed the conversation throughout the meeting; appreciating that the KLF strategic plan aligns with NPL strategic plan. KLF is actively recruiting for a West Kootenay “small library” representative.

**Policy/Constitution Committee:** *Code of Conduct Policy and Gifts and Donations policies* Policies sent separately- see attached. **MOTION: Nakusp Public Library Approves both the “Code of Conduct” and “Gifts and Donations” policies. Jerry/Jamie**

**Personnel Committee:**

- A job posting has been posted for another 30-hour per week position November 2 to February 26, 2022. Unfortunately, there is an age limit for Young Canada Works grant. There have been several good candidates though we have to hire within the grant parameters- maximum age limit is 30 years old. Researching other grant options.
- Staff reviews conducted by our Library Director and the Library Director’s annual review will take place in October and November, 2021.

**Public Relations/Advocacy Committee:**

- Postponed discussion from September board meeting: Book and Other Censorship. Discussion concluded that this is an in-depth topic and perhaps we should engage during a library retreat?

**Safety:**

1. **Working Alone:** Do we need to reconsider allowing staff to work alone for the interlibrary loan shifts Monday and Wednesday mornings? Discussion resolved that there is no issue.
2. **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 but with a strict **30-minute time limit** for visits and reduced services (no computers or washrooms), and masks are required as usual.”

- **Discussion needed: Do we need to create a policy around vaccination requirements for attendees of library events and for employees – it is not clear this will be a requirement?** Claire outlined the ins and outs of this topic in her Library Director’s Report. As she succinctly puts it at the end of her information – “Long story short, the answer is “yes” – you can implement a policy. However, there may be practical considerations that make enforcement difficult.” Similarly, as an employer we have a duty to accommodate employees unless it creates undue hardship.”
  - **Discussion concluded:** Nakusp Public Library does not require vaccination cards (proof of vaccination status) at this time. There are limits in place following provincial health orders; limiting amount of people in attendance & masks required; we do not want to limit access for the community.
  - There are two groups that access library space for meetings- outside of operating hours. These “private” groups will monitor their own guidelines and adhere to NPL clean up after their meetings.
  - Discussion: NPL staff does not have/need to disclose their vaccination status. Using N95 masks would be ideal. These require a custom fitting to ensure they are providing maximum coverage. Deborah will see if she can source N95 masks for staff.
3. **Hepa Air filter** system in the library. Would probably require about 4-5 air filters for the entire space. Jamie will forward information to Claire.
  4. **Enclosure for under the front steps of the library:** Paula sent thank you cards to Steve Fergusson Manager of Home Hardware and Michael Myhal for their contributions towards completing the ‘enclosure project’. THANK YOU, Terry W. for facilitating the project!
    - Painting under the stairs is the next action item for this project- projected date, Spring 2022
  5. **Library Sign** will be put up again once the beleaguered Village Parks & Rec have the time. Eric Bobicki (Village) is aware and is working to schedule staff to complete this task.

**Strategic Planning Committee:** Items that are related to the Strategic Plan can be seen in the Financial Committee and Sub-Committee report(s) on Page 1.

**Walton Bequest Committee:**

1. Thank you to Dave Madden of Madden Timber for removing the rusty metal objects from the garden beds below the library office window!

**Old Business:**

1. **Monika Mah's memorial bench** – Tucson Zoll said the bench will be ready in a week or two, probably by the end of October, or before winter.
2. **Anti-racism/oppression workshop**- table this for next year.
3. **Painting of Library front stairs:** Kish Pedersen finished the front stairs and they look fantastic!

**New Business:**

No new business to discuss.

**Adjourned:** 11:35am

**Next Meeting Date:** November 18<sup>th</sup>. Moved the date from the 11<sup>th</sup> due to the statutory holiday: Remembrance Day.