**Falher Regional Intermunicipal Library Board Meeting Minutes**

Tuesday, December 1, 2020 Virtual Meeting using Zoom

7:00 pm – 8:30 pm

Attendees

Lindsay Brown (e-Chair), Rita Boulet, James Bell, Valérie Bell, Luc Levesque, Jackie Hockey (Secretary), Doreen Horvath (Library Manager). Diane Gervais joined the meeting in progress.

Regrets: Natasha Smit, Mai Noosri-Bérubé

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| Item | Topic for discussion | Motion | Action |
| 1. | Meeting called to order @ 7:01 pm; motion to accept agenda. | Rita | Carried |
| 2.  | OLD BUSINESS |  |  |
| 2.A. | Approval of Minutes from Previous Meetings |  |  |
|  | * *Motion to approve November 3 Board Meeting Minutes*

Business Arising from Previous Minutes:1. Bylaw Schedule E Updates and online publication of bylaws *(tabled Nov 3 due to 2/3 governance update requirement)*
2. Policy updates requiring additional Board input

*(tabled Oct 6, retabled Nov 3)*~~Board & Board Duties~~ ~~B 10 Advocacy and Public Relations~~Personnel Policies C 17 Accident Reporting and WCB Coverage Personnel Policies Appendix A Hours of Operation Appendix B Job Descriptions Appendix C Salary GridSafety and Use of Library Facilities Appendix A Site Safety *Motion to approve Personnel and Safety policy updates and online publication as amended.* | JamesRita, 2nd LucTabledRita, 2nd James | CarriedCarriedCarried |
| 3. | NEW BUSINESS  |  |  |
| 3.A. | Library Manager Update (Doreen)* Sale of used books - Doreen is reviewing an online seller.
1. November 18 Capital Planning Committee

*(Minutes attached for Board information and acceptance)*1. Operations Update / Other Items, including the impact of the Nov 24 Public Health Emergency Declaration on Dec – Jan public services and access.
* Diane joined at 7:30 pm, during this discussion.

Motion to extend the Christmas break and public library closure until Jan 12th, based on the Library Manager’s recommendation.  | LindsayLindsay, 2nd Val | CarriedCarried |
| 3.B. | Board Recruitment and Advocacy1. Board Recruitment / Director Update

Doreen has recruited a candidate from Girouxville; will forward them the application this week, and will request that the Town of Falher appoint.1. Municipal Delegations
	1. Next Steps (re: Donnelly TBD, MDSR Dec 9)
	2. Correspondence with PLS, McLennan Library and all municipalities attached; draft MDSR presentation reviewed with the Board.
2. Board Message / Note of Thanks for December Newsletter

Links to 2019 Message and October Newsletter attached for reference <https://falherlibrary.ab.ca/content/download/30075/file/2019%20Note%20of%20Thanks.pdf><https://falherlibrary.ab.ca/content/download/40103/file/October%20Newsletter%20%282%29.pdf> |  |  |
| 3.C. | Finance * *Motion to go in-camera:*

*Review of items tabled Nov 3*1. 2019 vacation time off balances carried forward to be used during the extended Christmas closure period.
2. 2020 staff variable compensation .
* Evote with dollar values based on percentages discussed to be sent Dec 4th, (after Oct – Nov payroll numbers are accounted for, by J. Hockey.)

*New Items*1. Recommended changes to minimize 2021 admin costs for Board discussion and approval:
2. Forward remaining balance of TELUS grant to Town for FCSS to administer.

Not approved; Board requested review carry forward for possible use for programs (Dungeons & Dragons / equivalent) in 2021 vs. repayment.1. Record full-cost cash accounting (no GST / T2).

Board approved in principle.1. Single-source; all reporting from Quickbooks records and standard reports only, including fixed asset register for insurance / gaming / financial statements for PLSB annual operating grant, budget vs. actual.

Board approved in principle.1. Review of Proposed 2020 Financial Reviewer / 2021 Bookkeeper & Chair Recommendation for Board (Town & Village) approval.

Motion to approve JCL Accounting as 2020 yearend reviewer and bookkeeper for 2021.1. 2020 Funding Wrap-up & Correspondence (Chair)

FCC Expressions, CFEP, Telus, Friends, 4Q Donations* *Motion to end in-camera discussion.*
 | JackieDiane, 2nd LucJames, 2nd Rita  | Carried |
| 3.C. | Chair 2021 Transition* Falher Library CERC Contract - Board Project Manager Transition discussion follow-up Nov 25, 2020.
* Records consolidation to: falherregional.im.libraryboard@gmail.com
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| 4. | 2021 Board Meeting Dates / Times The Board agreed to meet on the 3rd Tuesday of the month from 7:00 – 8:30 pm. 2021 Confirmed Meeting Dates: February 16, March 16Additional 2021 meeting dates will be scheduled in March. |  |  |
| 5. | Adjournment at 8:36 p.m. |  |  |