**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

|  |  |  |  |
| --- | --- | --- | --- |
| 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 Grid  Safety and Use of Library Facilities  Appendix A Site Safety  *Motion to approve Personnel and Safety policy updates and online publication as amended.* | James  Rita, 2nd Luc  Tabled  Rita, 2nd James | Carried  Carried  Carried |
| 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. | Lindsay  Lindsay, 2nd Val | Carried  Carried |
| 3.B. | Board Recruitment and Advocacy   1. 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.* | Jackie  Diane, 2nd Luc  James, 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](mailto:falherregional.im.libraryboard@gmail.com) |  |  |
| 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 16  Additional 2021 meeting dates will be scheduled in March. |  |  |
| 5. | Adjournment at 8:36 p.m. |  |  |