

# Sparwood Public Library Board

## Regular Meeting Minutes

Monday, December 18, 2023

**Present**                      Rose Sharma (Chair)  
                                      Suzanne Georgiou-Morey (Vice Chair)  
                                      Debbie Fraser (Treasurer)  
                                      Lois Halko (Trustee)  
                                      Sam Atwal (Council Appointee)  
                                      Harold Baytaluke (Trustee)  
                                      Anne O'Shea (Library Consultant and Interim Leadership)

**Location**                    Microsoft Teams

**1. The meeting was called to order at 7:21pm**

**2. Agenda**

**Motion:** Moved by Rose Sharma / seconded by Lois Halko that the Agenda be approved. Carried.

**3. Minutes**

**Motion:** Moved by Rose Sharma / seconded by Sam Atwal that the December 4, 2023 Board Minutes be approved. Carried.

**4. Consultant update**

The Board received and discussed the Consultant's Report from Anne O'Shea, reporting on work undertaken since December 5<sup>th</sup>. It was decided that Rose Sharma and Anne O'Shea would determine the date for an on-site visit by Anne, dependant on the availability of the staff. If they are available in early January, Anne will plan to be on site Wednesday January 10<sup>th</sup> and Thursday January 11<sup>th</sup>, 2024.

**5. Upcoming 2024 Board meeting dates**

Monday January 8, 7:00 pm MST	*May be changed to an on-site meeting on Wednesday January 10 <sup>th</sup>
Monday January 22, 7:00 pm MST	
Monday, February 5, 7:00 pm MST	
Wednesday February 21, 7:00 pm MST	*Moved to Wednesday to avoid conflicts with Family Day and Council meeting
Monday March 4, 7:00 pm MST	

Anne will send MS Teams invites for these times. The link to the Teams meeting will always be included in the agenda document as well.

## 6. Board Membership and Contact Information

The Board reviewed the current Board Membership and updated contact information.

**Motion:** Moved by Rose Sharma / seconded by Sam Atwal that the Board Membership is correct. Carried.

## 7. SPL Communications Plan

The draft SPL Communications Plan was reviewed and the following changes were made:

- The Library will create a new Facebook profile to use for posting updates. This profile will become an administrator for the existing SPL Facebook page. Lois and Suzanne will create this new profile and give it administrative privileges, then send the login details to Anne to post the update.
- The same update will be posted to the SPL website. Anne will work with the BC Libraries Cooperative to get access to update this site.
- The speaking notes will be updated to include the information that the former director has retired, and appreciation for his long service to Sparwood.

**Motion:** Moved by Rose Sharma / seconded by Suzanne Georgiou-Morey that the Communications Plan be approved and adopted with the changes above. Carried.

## 8. Round table

**Supervision:** Will a new Librarian need to be hired before the library is able to re-open? No, but a plan will need to be in place to provide interim supervision. Anne needs a deeper understanding of the library's staffing before making a formal recommendation on how to approach this need.

**Staffing:** Rose will get a formal return to work date from the employees and put them in touch with Anne, who will carry the conversation forward.

**Security:** The Board discussed building access, and who should have a key and security code. Anne will reach out to the security company to reset all the existing access codes and issue new ones for: staff, cleaning company, chair, vice chair and interim director.

SPL needs a privacy policy to guide the use of the video cameras. Anne will reach out to the security company to ensure that for now, the video surveillance is password protected and access is limited.

Work was initiated to update the security system with a panic button to address some of the staff concerns. The board asked Anne to move forward with the quote received.

**Motion:** Moved by Sam Atwal / seconded by Lois Halko that Anne O'Shea may approve individual expenditures up to \$5,000. Expenditures over \$5,000 can be approved by the Chair and Treasurer.

**CVIPT program:** The application for 2024 is complete - thank you to Lois. Anne will take care of submitting the paperwork to receive the outstanding funding from 2023.

**Summer Employment Program:** The Board wishes to apply for grant funding to support a summer reading club position. The institutional account password is missing and needs to be reset by an individual, who is linked to the account. Presently the former director is the named individual, and someone needs to take over by visiting a Service Canada centre with documentation. Sam offered to go into Service Canada in Cranbrook if needed to reset this. Anne will follow up with Sam with the details.

**9. Adjournment**

The meeting was adjourned at 9:10 pm MST.