

Board Minutes: Regular Meeting February 21, 2024

Sparwood Public Library Association

Present:

Suzanne Georgiou-Morey (Vice Chair & Meeting Chair)
Sam Atwal
Harold Baytaluke
Lois Halko
Samantha Chenier

Regrets:

Rose Sharma (Chair)
Debbie Fraser (Treasurer)

Guests:

Anne O'Shea (consultant)

Regular Agenda

1. Call to Order

The meeting was called to order at 6:17 pm MST.

2. Approve Agenda

Motion by Sam Atwal, Seconded by Lois Halko: *Be it resolved that the agenda for February 21, 2024 is approved. CARRIED*

3. Approval of Minutes

Motion by Sam Atwal, Seconded by Lois Halko: *Be it resolved that the minutes of the February 5, 2024 Sparwood Board of Trustees meeting are approved. CARRIED*

4. Library Reopening

Anne provided a verbal update to the February 16 written update and shared that:

- The Hiring Committee hired a Part-Time Interim Supervisor to support the reopening plan and provide interim support until a Director can be hired. Tina Hayes began work on Tuesday February 20 along with the two regular staff members.
- Four casual staff who had previously been offered positions have been contacted. Two are available to come for training next week (Feb 28/29), one declined the position, and Anne is awaiting a call back from the final person.
- Tina and the regular staff are taking stock of the library's condition and working to prepare it for reopening. We anticipate that there will be a "soft" reopening to begin

with, followed by an official and publicly shared reopening. This will enable the team to handle the backlog of items in the library and begin receiving back the 800+ items which are on loan or in transit from other libraries.

- Given that the team began work yesterday, soft and official launch dates are not yet confirmed. Between meetings Anne will maintain contact with Tina to get updates, and with Suzanne to who is providing direction. Any news of a reopening date prior to the next meeting will be sent to the Board.

The Board moved in camera at 7:45 pm MST

The Board returned to the regular agenda at 7:58 MST

Library reopening (continued)

Motion by Sam Atwal, Seconded by Lois Halko: *Be it resolved that the Reopening Updates are received.* CARRIED

Motion by Lois Halko, Seconded by Samantha Chenier: *Be it resolved that Anne O'Shea proceed with ordering \$10,000 in books from United Library Services, to fill gaps resulting from the closure.* CARRIED

The Board discussed the need for the future Director to develop a collections scope and policy and for the Board to approve a statement on intellectual freedom. The Board wants to ensure that SPL's collection is inclusive and reflective of the broader community.

Motion by Hungry Baytaluke, Seconded by Samantha Chenier: *Be it resolved that SPL NOT retain a Communications Specialist at this time.* DEFEATED

The Board discussed the need for a communications plan which will support the library reopening and provide draft communications to all of SPL's funders and stakeholders, which will be sent from the Board, and to develop messaging for the website and social media channels, advertising for the local press, and provide clear speaking notes for staff and Board members, to be used to respond to community questions, complaints, etc. The communications plan should provide positive messaging to help the community move forward and will not include confidential details about past issues. The Board discussed whether to engage the Columbia Basin Trust to get support, or contract someone for this project. Given the timelines, Columbia Basin did not appear to be an option for this immediate need, but may be a good option for longer term support.

Motion by Sam Atwal, Seconded by Samantha Chenier: *Be it resolved that SPL retain a Communications Specialist to develop a Reopening Communications Plan for the Board to review, at a cost not to exceed \$1500.* CARRIED *Noted opposed: Hungry Baytaluke*

The Board moved in camera at 8:14 pm MST

The Board returned to the regular agenda at 8:30 MST

5. Committee membership

Motion by Lois Halko, Seconded by Samantha Chenier: *Be it resolved that the following people will form the Bargaining Committee: Hungry Baytaluke, Sam Atwal, Jessica Wheeler (note taking), and that all communications should be copied to the Chair and Vice Chair.* CARRIED

Motion by Lois Halko, Seconded by Samantha Chenier: *Be it resolved that the following people will form the Library Director Hiring Committee: Rose Sharma, Suzanne Georgiou-Morey, Samantha Chenier, Hungry Baytaluke.* CARRIED

6. Elections of Officers

Debbie Fraser has resigned as Treasurer, and the Secretary role is vacant. Under the new Governance policies, the Board may elect a Treasurer and a Secretary, or a Secretary-Treasurer.

The Board held an election, and Samantha Chenier was unanimously elected as the Secretary Treasurer.

The Board discussed the need to update the signing authorities to reflect this change. Suzanne will reach out to Andrea Scarlett (bookkeeper) and the bank to follow up.

7. Financial policies

Laurie Klassen has provided draft financial policies for the Board to review at the next meeting. Anne will circulate the policies by email so everyone can review. The Board discussed getting input from SPL's Book keeper.

Motion by Lois Halko, Seconded by Samantha Chenier: *Be it resolved that the Board request Andrea Scarlett to review the financial policies, and that she be compensated for her time for this request.* CARRIED

Suzanne will reach out to Andrea to ask her whether this is something she can take on.

8. Library Director Job Description

Motion by Sam Atwal, Seconded by Samantha Chenier: *Be it resolved that the Board approve the Library Director job description.* CARRIED

The board discussed the need to move forward with hiring a Library Director, and whether to invite a community member with HR expertise to participate.

Motion by Sam Atwal, Seconded by Lois Halko: *Be it resolved that the Board identify a community member with HR expertise to join the hiring committee.* DEFEATED.

The board discussed the need for including someone with library expertise in the hiring process. Anne recommended that this would be essential, and that the Board might explore whether another Library Director might be willing to assist. Anne recommended that the hiring committee develop a timeline with times earmarked for reviewing applications, shortlisting and interviewing before posting the role.

9. Consultant biweekly update

Motion by Lois Halko, Seconded by Sam Atwal: *Be it resolved that the February 20, 2024 Consultant Update is received.* CARRIED

Suzanne provided an update that she has been in touch with the governance coach, and that she is waiting to hear back from Rose Sharma on her availability to meet.

The Board discussed the letter from the Ministry dated November 24, 2023. Anne will recirculate the letter to the Board (done during the meeting). Suzanne will contact the Ministry to see which items are outstanding.

Motion by Lois Halko, Seconded by Samantha Chenier: *Be it resolved that the Board request Anne O'Shea to send a proposal for support beyond the remaining hours in her contract which ends March 4th.* CARRIED

Hungry requested a copy of the Ministry email about his board term. Anne will forward the documentation.

10. Correspondence

- a. Library Closure – Email February 7, 2024 from local resident
- b. Resignation from Sparwood Public Library Treasurer's Position – email February 20, 2024 from Debbie Fraser

Motion by Samantha Chenier, Seconded by Lois Halko: *Be it resolved that all correspondence is received.* CARRIED

11. Overdue Fees

SPL previously announced that it was no longer charging late fees on overdue materials, but there is no documented policy reflecting this decision. The intent was for this to be an interim policy due to COVID, but the Library did not begin charging overdue fees again. The catalogue is still assessing overdue fees, and staff are manually overriding them when items are returned which takes additional time. Given the volume of 800+ items anticipated to arrive at SPL when the reopening is announced, the Board should confirm whether it would be charging overdue fines or not, so the software can be updated and the staff and community have clarity on whether SPL charges overdue fines. The Board discussed the pros and cons of late fees.

Motion by Lois Halko, Seconded by Sam Atwal: *Be it resolved Sparwood Public Library eliminate late fees on overdue items.* CARRIED

Anne will contact the team and have them make the necessary changes to simplify checking in materials. She will work with Tina to find out any other fines or fees the library is charging so the Board can develop a clear policy and post this information to the website.

The meeting moved in camera at 9:55 pm MST

The Board returned to the regular agenda at 10:05 pm MST

12. Cleaning update

Rose verbally reported to Suzanne that she had contacted the cleaners, and the bill had increased due to a request for increased service. She has asked them to return to the original schedule, which should reduce the bill. SPL is responsible for supplying cleaning supplies. Suzanne did not have further details. Action item: Rose to send details of the new cleaning costs and schedule to the board.

13. Insurance update

Sam Atwal confirmed that the District of Sparwood has renewed the errors and omissions insurance for the board as a non-profit. The policy is a five-year policy, retroactive to Jan 1. There is a \$10,000 deductible. The invoice will come to SPL for processing.

14. District of Sparwood

The District of Sparwood requested last year that the Board or a representative be present in council when the Category 1 funding request is presented, to answer questions. Both the District and the Province want greater accountability to how funding is spent. The District budget process unfolds in the fall.

15. Volunteer Income Tax Program

SPL has been approved by Canada Revenue Agency to offer volunteer-run income tax clinics. The local volunteer wants to move ahead, and many people in the community are asking whether the Library will be providing this service. Normally this would begin on March 1, but the 2024 timing is difficult as there is not yet a fixed reopening date.

In the past, SPL staff receive the paperwork and confirm the contact information, and then the volunteer files the tax returns remotely. Last year 104 people used the income tax clinic.

The Board agreed that the Library could start receiving the paperwork on March 19th, which provides some flexibility for reopening dates. If the volunteer is worried about having too many people in a shorter period, she can let the library know how many returns she can process, and the library will ensure that the spots are allocated on a first come first serve basis. Lois will get in touch with the volunteer to confirm how to proceed and will report back.

16. Adjournment – 10:24pm MST

Next meeting: Monday March 4, 7:15 pm MST