

Board Minutes: Regular Meeting: March 4, 2024, 7:15 pm

Sparwood Public Library Association

Present:

Rose Sharma (Chair)
Suzanne Georgiou-Morey (Vice Chair)
Harold Baytaluke
Lois Halko
Samantha Chenier (Secretary-Treasurer)

Regrets:

Sam Atwal
Debbie Fraser (Treasurer)

Guests:

Anne O'Shea (consultant)
Babs Kelly (governance consultant)

Regular Agenda

1. Call to Order

The meeting was called to order at 7:23 pm MST.

2. Approve Agenda

Motion by Lois Halko, Seconded by Suzanne Georgiou-Morey: *Be it resolved that the agenda for March 4, 2024 is approved.* CARRIED

3. Approval of Minutes

Motion by Lois Halko, Seconded by Samantha Chenier: *Be it resolved that the minutes of the February 21, 2024 Sparwood Board of Trustees meeting are approved.* CARRIED

4. Introductions

Babs Kelly will be providing governance support to the Chair and Vice chair and will be attending SPL's regular meetings to provide parliamentary support. Babs' support is funded by the Kootenay Library Federation, with support from the Ministry of Municipal Affairs. Babs noted that her discussions with the Board are confidential, unless there is a legal or ethical risk. She will be sending a link to each of the Board members which can be used to submit questions and topics you'd like her to cover.

5. Library Reopening / Operations

The Board discussed the reopening update. The Library will open to the public from 1-5pm Wednesday, Thursday, and Friday, and will open 10 am – 5 pm the follow week, Tuesday-Friday.

The CVITP volunteer income tax clinics will begin Wednesdays and Thursdays from 1-3pm beginning on March 13th. Lois will confirm with the coordinator, and the staff will enter the clinics into the website events calendar. Anne will post the update to Facebook on Wednesday.

The CVITP grant does not provide for the purchase of a new computer. Anne will ensure that the staff make a laptop available to the person coordinating the clinic, for use when filing taxes.

The Board discussed options for future social media messaging.

Motion by Samantha Chenier, Seconded by Lois Halko: *Be it resolved that the March 3, 2024 Reopening Updates are received. CARRIED Noted opposed: Hungry Baytaluke*

6. Category 1 Funding Agreement with the District of Sparwood

The Board reviewed the signed category 1 funding agreement, which now includes language about hours of service (for when the library is back to regular operations). The Board confirmed that SPL offered evening service pre-pandemic but that this had not yet been reinstated.

The funding agreement references the Societies Act and not the Library Act. This can be addressed in conversation with the District.

7. Signing Authority

The Board discussed the need to update the signing authorities on file with the Bank.

Motion by Lois Halko, Seconded by Hungry Baytaluke: *Be it resolved that Suzanne Georgiou-Morey and Samantha Chenier be added as signing authorities on the SPL bank account. CARRIED*

Rose will work with the bank to ensure that Suzanne and Samantha are added as signing authorities.

Babs clarified that signing authorities for contracts and signing authorities for the bank do not need to be the same people. This can be addressed when the financial policies are reviewed at a future meeting. In the interim, if the Board needs to sign a contract, they can pass a motion approving the Chair to sign that contract on behalf of the Board.

8. Consultant biweekly updates

Motion by Lois Halko, Seconded by Samantha Chenier: *Be it resolved that the March 3, 2024 Consultant Update is received. CARRIED*

9. Correspondence

The Board discussed the correspondence from the Ministry of Municipal Affairs. The Board plans to send a response to the November 2023 letter confirming board membership, and respond to the new requests outlined in the March 1 2024 letter.

Anne will forward the March 1, 2024 letter to Andrea so she is aware of the financial deadlines.

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

10. Future Board meeting dates

The board confirmed the following meeting dates at 7:15 pm MST:

- Monday, March 18th
- Wednesday, April 3rd
- Monday, April 15
- Monday, April 29

Note: Anne will not be at the March 18th meeting and will ask Tina to provide a written operational report and attend the first 15 minutes of the meeting in case there are questions.

Anne will send Samantha the minutes template so she can take over minutes beginning on March 18th.

11. Adjournment

The meeting moved in camera at 8:44 pm MST.