

TRAIL AND DISTRICT PUBLIC LIBRARY BOARD

Minutes

Regular Open Meeting

Wednesday, January 20, 2021 by Zoom

PRESENT: Jeff Jones, Chair
Joanne Beetstra, Vice Chair
Gilbert Champagne
Win Mott
Jackie Patridge
Lorne Swayze
Elizabeth Thorburn
Maureen Weddell
Samantha Murphy, Library Director

REGRETS:

None

CALL TO ORDER:

Chair J. Jones called the meeting to order at 3:04 p.m.

ACKNOWLEDGEMENT OF VISITORS

None

INSERTIONS/ DELETIONS TO PROPOSED AGENDA

None

ADOPTION OF AGENDA

MOTION: That the Agenda of the January 20, 2021 meeting, be adopted as circulated.

Moved: M. Weddell , Second: G. Champagne. Passed

ADOPTION OF MINUTES

MOTION: That the Minutes of the November 18, 2020 meeting, be adopted as circulated.

Moved: W. Mott, Second: G. Champagne. Passed

LIBRARY DIRECTORS UPDATES

Highlights: In December Santa visited and delivered a special message. Several comments from patrons about how grateful that the library was still open. Staff updates: Addison was successful candidate for the museum job and Colin Sinclair has moved to the on-call circulation position

Budget, Programming and circulation are in handout. **Motion:** To accept library directors report as given. Moved: J. Beetstra, Second: L. Swayze. Passed

CORRESPONDENCE:

Letter from City of Trail to S. Murphy re: 2021 Budget Request. **Motion:** To receive the letter dated January 12, 2021. Re: 2021 Budget Request. Moved: L. Swayze, Second: M. Weddell. Passed

TRUSTEE ORIENTATION AND DEVELOPMENT -J. Beetstra

Your Board- Chair Jeff Jones welcome new board member Jackie Patridge-Rep. for the Village of Warfield. Committee reports are given monthly. **Finances** explained by Gilbert our treasurer: They review financial documents, budgets(extra meetings may be called at budget time) and the financial statement is presented at board meetings. Jackie asked who the auditors were and who prepare financial statement for the board. Reply auditors Grant Thornton and Elisa Kennady prepares financial statement. **Local Community** explained by Colleen Jones-an appointed position by the City of Trail. Supports the Board at the Community and Political level.

Personnel explained by Win. He works with the Library Director, re: union business and annual review of the director.

STRATEGIC PLANNING REVIEW – S. Murphy

Information sent: Review goals, changed tag line to Enriching Community. Joanne made a presentation to the Village of Warfield regarding the Strategic Plan. Sam stated that they were engaging with Senior homes and schools(virtually). Staff was on board, report quarterly and surveys were done. A work in progress.

BRANDING AND VISUAL REPRESENTATION-S. MURPHY

Visual presentation; suggestions to use three different styles for different areas (letter head, letters and posters and or presentations). Hoping to launch new look in April, 2021.

COMMITTEE REPORTS

A. Finance

Gilbert gave review of current work. Year end report is due in February

B. Governance

Joanne submitted a hand out on Record management which discussed policy, procedures and storage. Joanne also reviewed and received the terms of reference for three standing committees. Colleen brought up the drawers of old files and how to dispose of them. Sam felt it was achievable and was working on them.

C. KLF-Kootenay Library Board

Joanne gave an update on what other libraries were doing: they are sharing resources, working on their Governance and have a director Melanie Reaveley. They also have a web site.

D. Personnel

Win stated all is well.

CLOSED MEETING

Will be called at the will of the board

ADJOURNMENT Adjourned 4:27 p.m. Gilbert

NEXT MEETING: Regular Board Meeting will be February 17, 2021

DRAFT