

# TRAIL AND DISTRICT PUBLIC LIBRARY BOARD

## Minutes

### Regular Open Meeting

Riverfront Centre Multipurpose Room  
Wednesday, September 16, 2020

**PRESENT:** Jeff Jones, Chair  
Joanne Beetstra, Vice Chair  
Gilbert Champagne  
Colleen Jones Council Representative  
Win Mott  
Lorne Swayze  
Elizabeth Thorburn  
Samantha Murphy, Library Director

**REGRETS:** Maureen Weddell

#### **CALL TO ORDER:**

Chair J. Jones called the meeting to order at 3:03 p.m.

#### **ACKNOWLEDGEMENT OF VISITORS**

#### **ADOPTION OF AGENDA**

**Moved by** G. Champagne, seconded by L. Swayze AND RESOLVED THAT:

The Agenda for the September 16 meeting be adopted as circulated.

#### **ADOPTION OF MINUTES**

**Moved by** G. Champagne, seconded by L. Swayze AND RESOLVED THAT:

The Minutes for the Regular Open September 16, 2020 Minutes be adopted as circulated.

#### **LIBRARY DIRECTOR'S UPDATES**

- Staffing is now at Pre Covid levels
- A 3<sup>rd</sup> student has been hired
- Staff Pro-D has been excellent
- Home library service has resumed
- Sam King updated Board regarding activity to enhance and build the library collection relative to First Nations in this area

#### **CORRESPONDENCE**

There was no correspondence

## **STRATEGIC PLANNING UPDATE**

Director Murphy is meeting with staff to review strategies and measures to achieve the strategic priorities. The Board continues to seek alignment with the development plans of Trail and Warfield.

## **BRANDING AND VISUAL REPRESENTATION**

Director Murphy shared a number of logos for input from the Board. Redesigns will be brought back to the Board and reflect input from the Board and from Staff.

## **BUDGET 2021 PROCESS**

Director Murphy is in the process of gathering input from staff and the Board in order to develop the 2021 Budget. It was discussed that budgeting in a climate where there are several unknowns resulting from the Pandemic is difficult. The Board advised Sam to develop a budget to move forward assuming all current services would be in operation, but with intentional language/plans to be nimble and flexible in the event our course is changed again as a result of the Pandemic.

## **TRUSTEE ORIENTATION AND DEVELOPMENT**

Some Board Members still had not completed the survey and were encouraged to do so

## **COMMITTEE REPORTS**

### Finance

The Board reviewed the August 31 Financial statement.

### Policy

The Chair was reminded that the committee name and terms of reference had been changed and that future Agendas should reflect the committee's new name. The committee has identified the need to establish a defined governance model, and has pointed out the absence of policies reflecting the governance role of the Board

### KLF

The Board was advised of the upcoming BCLTA October 6 AGM by Zoom.

### Personnel

The Board agreed that the Annual Evaluation Process for the Library Director should include input from staff members and that the Committee could move forward gathering data for the evaluation.

## **CLOSED MEETING**

The Board moved into a closed meeting to discuss a Personnel matter, then returned to the Open Meeting Agenda.

## **ADJOURNMENT**

The Chair adjourned the meeting at 4:45, having completed the Agenda.

